

Item 2: Master of Social Work (Course Structure, Rules, Regulations & Paper Contents) Revision w.e.f. academic year 2014-15

**Course: Master of Social Work
Department of Social Work
Maulana Azad National Urdu University, Hyderabad
(Approved vide BOS dated 25.04.2014)**

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1. Department of Social Work

The Department of Social Work aspires to develop social work professionals with an inclination and orientation to work with diverse sections of the society and imbibe progressive human values. The department owes this to the very mandate of Maulana Azad National Urdu University which is expected to provide higher, technical and vocational education to Urdu speaking masses and to promote Urdu language- the repository of the composite Indian culture.

The department is running Master degree (MSW) and Ph.D. programs in social work. The MSW program was started in year 2009 followed by Ph.D. program in year 2014.

With the first batch starting in 2009, the department has evolved to develop a large network with NGOs and government projects in and around Hyderabad to provide effective and rigorous field work training. The regular weekly seminars and skill labs, as almost integral part of curriculum, have added to the creativity and commitment of the Department to hone skills and promote progressive values among the students.

The experiences of running the course, feedback from the pass-out social work students, the department's own assessment of the market requirements and the mandate of MANUU to provide vocational and professional education through Urdu medium resulted in the need for revising the MSW curriculum.

The curriculum supplements the quest of the Department of Social Work at Maulana Azad National Urdu University (MANUU), Hyderabad to develop professionals capable enough to feel, reflect and challenge the oppressive social structures within the society; locate problems areas; develop intervention plans; and contribute in the overall development processes.

2. Goal

Develop social work professionals with

- ✓ Knowledge, skills, attitude and values appropriate to professional social work practice
- ✓ Competencies to initiate meaningful dialogue with people, communities and organizations
- ✓ Skills to use and experiment social work methods of working with people
- ✓ Develop sensitivity, inclination and orientation to work with the people on the margins

3. Intake, Admission and Eligibility

3.1 Intake

The Master of Social Work (MSW) course has an intake of 30 (thirty) seats.

3.2 Admission Process

The admission shall be offered on Merit cum Interview basis. The Merit list would be based on the differential aggregate of marks in the qualifying examination and personal interview which shall be in the ratio of 75:25. The Personal Interview shall be of 25 Marks. Candidates must secure at least 40% marks in the Interview to qualify for admission.

Date and Venue of the interview will be decided depending on the number of applications received from different states.

Date for Interview will only be posted on the website of the University. Candidates will not be individually informed. They can also secure the information from the department/ university on phone. The students can contact the faculty on email (<hod.msw@manuu.ac.in>; <swmanuu@gmail.com>) for securing any information about admission as well. They are encourage to visit department's details at the university website (www.manuu.ac.in).

3.3 Eligibility

3.3.1 Graduation in any discipline with 45% marks from any recognized university.

3.3.2 Studied Urdu either as a subject or as a medium of instruction at 10th/12th/Graduation level or have Certificate from a recognized institution.

3.3.3 The reservation of the seats for SC/ST/OBC/PWD shall be as per the University rules.

3.3.4 The selection process will be based on the combined Merit of marks in qualifying examination and Interview. The weightage of qualifying marks and interview shall be in the ratio of 75:25. The Interview shall be of 25 Marks. Candidates must secure at least 40% marks in the Interview to qualify for admission.

4. Course Curriculum: Structure, Rules and Regulations

4.1 Course Structure

The Course is called Master of Social Work (MSW). It is two years four semesters post-graduate program in social work with the following course structure for theory and field work.

S. No.	Codes	Paper Title	Marks (Theory + Internal Assessment)	Lecture Hours	Credits
Semester-I					
1	MSW-I-Paper 1	Foundations of Social Work	100 (70+30)	30	2
2	MSW-I-Paper 2	Social Science Concepts-I: Sociology	100 (70+30)	30	2
3	MSW-I-Paper 3	Social Science Concepts-II: Psychology	100 (70+30)	30	2
4	MSW-I-Paper 4	Social Science Concepts-III: Political Economy	100 (70+30)	30	2
5	MSW-I-Paper 5	Working with Communities	100 (70+30)	30	2
6	MSW-I-Paper 6	Fundamentals of Information Technology	100 (70+30)	30	2
7	MSW-I-FW-1	Field Work & Seminar Presentation	200 (100+100)	270	4+2
	MSW-I-FW-1-(I)	A. Internal Field Work Assessment	100		
	MSW-I-FW-1-(E)	B. External Field Work Viva-Voce	100		
Total Semester I			800	450	18
Semester-II					
7	MSW-II-Paper 7	Human Relations	100 (70+30)	30	2
8	MSW-II-Paper 8	Working with Groups	100 (70+30)	30	2
9	MSW-II-Paper 9	Emerging Areas of Welfare Practice	100 (70+30)	30	2
10	MSW-II-Paper 10	Family and Child Centered Social Work Practice	100 (70+30)	30	2
11	MSW-II-Paper 11	Social Work Research	100 (70+30)	30	2
	MSW-II-FW-2	Field Work & Seminar Presentation	200 (100+100)	270	4+2
	MSW-II-FW-2-(I)	A. Internal Field Work Assessment	100		
	MSW-II-FW-2-(E)	B. External Field Work Viva-Voce	100		
Total Semester II			700	420	16
Semester-III					
12	MSW-III-Paper 12	Working with Individuals	100 (70+30)	30	2
13	MSW-III-Paper 13	Social Policy and Planning	100 (70+30)	30	2
14	MSW-III-Paper 14	Social Welfare Management	100 (70+30)	30	2
15	MSW-III-Paper 15	Rural-Urban Interventions	100 (70+30)	30	2
16	MSW-III-Paper 16	Women's Empowerment	100 (70+30)	30	2
	MSW-III-FW-3	Field Work & Seminar Presentation	200 (100+100)	270	4+2
	MSW-III-FW-3-(I)	A. Internal Field Work Assessment	100		
	MSW-III-FW-3-(E)	B. External Field Work Viva-Voce	100		
Total Semester III			700	420	16

S. No.	Codes	Paper Title	Marks (Theory + Internal Assessment)	Lecture Hours	Credits
Semester-IV					
17	MSW-IV-Paper 17	Professional Development	100 (70+30)	30	2
18	MSW-IV-Paper 18	Human Rights and Social Justice	100 (70+30)	30	2
19	MSW-IV-Paper 19	Marginalized Communities: Issues and Interventions	100 (70+30)	30	2
20	MSW-IV-Paper 20	Poverty and Livelihood	100 (70+30)	30	2
21	MSW-IV-Paper 21	Social Legislation	100 (70+30)	30	2
	MSW-IV-FW-4	Field Work & Seminar Presentation	200 (100+100)	270	4+2
	MSW-IV-FW-4-(I)	A. Internal Field Work Assessment	100		
	MSW-IV-FW-4-(E)	B. External Field Work Viva-Voce	100		
Total Semester IV			700	420	16
Total Marks in Theory Papers (All Semesters)			2100	630	42
Total Marks in Field Work & Seminar Presentation (All Semesters)			800	1080	24
Total Marks in MSW			2900	1710	66

4.2 Rules and Regulations

4.2.1 It is two years four semesters post-graduate program in social work. A student will be evaluated out of 2900 marks during the course (2100 for Theory Papers and 800 for Field Work).

4.2.2 Theory papers: Theory papers shall be of 100 marks and shall be examined on the basis of semester end exams (70 Marks per Paper) and internal assessment (30 Marks per Paper). In semester end exams, each theory paper shall have 8 questions out of which 5 questions are to be attempted (5x14=70). The internal assessment to be done on the basis of assignments, tests and presentations. The internal assessment is to be done by the subject teacher. A minimum of 40% pass percentage is required in each theory paper/internal assessment, and in aggregate.

4.2.3 Field Work Practicum: Field work practicum is an integral part of the MSW curriculum (details in Item 4.3). In each semester Internal and External Field Work shall be of 100 marks each. There shall be a total of 200 Marks allotted to field work in each semester, resulting into a total of 800 field work marks in whole course.

4.2.3.1 The Internal Field Work Assessment shall be done by Internal Examiner/concerned faculty member in the capacity of Field Work Supervisor. It shall be based on the regularity and performance in concurrent field work, individual conferences, reports submission, agency supervisor's feedback, field work seminars and internal field work viva-voce conducted by the field work supervisor.

4.2.3.2 The External Field Work Evaluation shall be in the form of Viva-Voce to be jointly conducted by the External Examiner and Head of the Department. The External Field Work Evaluation shall be based on the Field Work Project Report and the performance of individual students' in viva-voce.

4.2.3.3 A minimum of 40% pass percentage is required both in Internal and External field work evaluation. Passing the fieldwork (both internal and external) of the concerned semester is a pre-condition to be eligible for promotion from one semester to the other. There is no provision for reevaluation/improvement in field work both internal and external.

4.2.4 Division: Division shall be granted as per the University rules.

4.2.5 Attendance: A minimum of 75% attendance in theory classes is compulsory to be eligible to appear in the semester examinations. Provided that in case of a student who falls short of attendance and have valid medical reasons for absenteeism, the Head, Department of Social Work may give a relaxation in the required percentage of attendance by not more than 10 per cent during the semester. That in case of absence for one month (constantly), the name will be removed from the attendance register through the due process. That 100% attendance in field work is compulsory and only 10% compensatory leave from field work will be permitted on genuine grounds that too with prior permission from the Head of Department on the recommendation of the concerned Field Work Supervisor. The leave so granted has to be compensated by doing the additional compensatory field work. To this effect as also other requirements of field work, candidates have to give an undertaking in a prescribed Performa (Undertaking, Annexure-1) at the time of MSW admissions. This Undertaking is binding for pursuing the MSW course. Further students shall be served Memo for any irregularity in field work practice (Memo, Annexure-2).

4.2.6 Block Placement: There shall be compulsory Block Placement of eight weeks at the end of the examination of the Semester IV. The successful completion of Block Placement and the submission of satisfactory Block Field Work Report are mandatory for award of MSW degree and the release of the consolidated marks memo. Students shall be placed for Block Placement in an agency of repute by the Department. Each student is compulsorily required to do the following:

4.2.6.1 Send the Joining Report immediately to the Department as also the details of Agency Supervisor for correspondence and feedback.

4.2.6.2 Keep updating the Department on the work progress.

4.2.6.3 Submit the Block Field Work Report in printed-bounded form reflecting the details of work done as per the guidelines issued by the Department. The Block Field Work Report shall be in Urdu script and must be to the satisfaction of the Department.

4.2.6.4 The Block Field Work Report must be accompanied by the Certificate from the agency for the successful completion of the Block Placement and a sealed confidential report from the agency as per the prescribed Performa given by the department.

4.2.6.5 The Block Field Work Report is to be submitted within three months of the completion of Block Placement failing which the matter will be referred to the Departmental Committee for necessary action.

4.2.7 Promotion and Examination Rules:

4.2.7.1 Passing the fieldwork and successfully completing the field work requirements of the concerned semester is a pre-condition to be eligible for promotion from one semester to the other.

4.2.7.2 To be eligible for promotion from Semester-I to Semester-II, the student must pass at least 50% of the total theory papers in Semester-I besides successfully completing the field work requirements. Further, if a student fails in Semester-I then her/his admission

shall be cancelled. However, if she/he so wishes to pursue the course then she/he has to apply afresh i.e. she/he has to apply again and compete in the admission process.

- 4.2.7.3 To be eligible for promotion from Semester-II to Semester-III and from Semester-III to Semester-IV, the student must pass at least 60% of the total papers of the concerned semester, besides successfully completing the field work requirements of that semester.
- 4.2.7.4 The students who are required to clear the theory papers of any semester shall do so at the time of the corresponding examination of the concerned semester next year. No special examination shall be conducted.
- 4.2.7.5 The students who have passed but desire to improve in any number of papers shall do so at the time of the corresponding semester-end examination next year.
- 4.2.7.6 Students shall not be provided with an opportunity to repeat or improve or re-evaluate their internal assessment /field work/ viva-voce.
- 4.2.7.7 The revaluation and improvement of theory papers shall be as per the University rules notified from time to time.
- 4.2.7.8 Degree shall be awarded to those who pass all the theory courses at the completion of the fourth semester and also successfully completes the concurrent, block and other field work requirements as prescribed from time to time.
- 4.2.7.9 Students will have to complete the course within the maximum duration of four years (eight semesters) from the year of their admission.

4.3 Field Work Practicum

The Field Work Practicum is an integral part of the social work curriculum and activities in this component are essential for pursuing post graduate degree in social work. Therefore for the smooth running of this course and for the expenditure to be incurred on the activities (field work practicum) in each semester/academic year, the necessary budget may be allotted / approved.

Curriculum Based Field Work Practicum components of Master of Social Work (MSW):

4.3.1 Orientation Program: It is required to introduce the newly admitted students of MSW to develop comprehension about domain and practices in the field of social work profession. It helps them understand the importance of field work practicum and prepares them for the concurrent field work. The Orientation Program is to be conducted by the faculty members and experts from outside especially governmental and non-governmental organizations. Orientation also include one day local visit (observational visit) to any agency to provide an exposure and understanding of the services provided in response to people's needs. The local visit is to be undertaken in the guided supervision of faculty members.

4.3.2 Concurrent Fieldwork

4.3.2.1 The Concurrent Fieldwork is a compulsory and integral component of MSW course. All students are being placed in an agency/community setting for their concurrent field work, for two days a week. The students are required to spend a minimum of fifteen hours a week in community setting/agency. Each agency is required to allot a supervisor to guide and monitor the concurrent field work of the students.

4.3.2.2 Each student is to be placed under the direct supervision of a faculty member. Faculty members are required to collaborate with the agency and provide direct supervision to the students by regular visits to field work agencies. No student shall repeat the field work agency and supervisor during the course of MSW. Further field placements shall be done by the

Department and no request from the side of the student for specific agency, supervisor, or co-worker shall be entertained.

- 4.3.2.3 Field Work Report:** Each student in each semester is required to submit weekly field work reports along with the Log Sheet of that week to the concerned field work supervisor. At the end of field work of each semester, each student is required to submit the complete Field Work Report consisting of duly signed Log Sheets (Log Sheet Performa, Annexure-3), weekly field work reports, reports on other field work assignments undertaken, and Memo, if any. Field Work Report shall also have a duly filled Field Work Evaluation Summary prepared and signed by the student in a prescribed Performa (Field Work Evaluation Summary Performa, Annexure-4). Field Work Evaluation Summary has to be necessarily signed by the concerned Field Work Supervisor along with her/his comments.
- 4.3.2.4** Any expenditure in reaching the field work agency or in doing the field work or approaching the clients and like shall have to be met by the students themselves. The department would not provide any financial support, whatsoever, for this. The department would also not provide any security cover/escort/ or like and nor shall there be any demand for this from the side of students or guardians (Further details are mentioned in the Undertaking, which are binding for pursuing MSW course).
- 4.3.3 Fieldwork Supervision:** Regular supervision of field work will be done by the faculty members through field visits to agencies, individual conferences (ICs) and Fieldwork Seminar Presentation/Group Conferences (GCs). Under each faculty member, a group of students are placed and the ratio suggested is 1:8 to 10. Faculty members will be provided TA/DA as per the university rules for making field visits.
- 4.3.4 Individual Conference:** In Individual Conference, each student is to be given sixty minutes per week by the respective faculty supervisors to guide and facilitate learning through concurrent field work. Each student/supervisee is required to maintain the field work diary and submit weekly field reports to the respective supervisors at least a day before the scheduled IC. The weekly field work reports are to be accompanied by the prescribed Log Sheet (Log Sheet Performa Annexure-3).
- 4.3.5 Fieldwork Seminar Presentation/Group Conference:** In each semester, each student is to give at least one fieldwork seminar presentation on concurrent field experiences. The field work seminar paper is to be developed in consultation with the respective faculty supervisor. The Field work seminar is to be anchored by the students (Chairperson, Recorder and Presenter). Students are encouraged to use power point and poster presentations. Faculty members to act as resource persons. The field work seminar presentations are to be conducted fortnightly.
- 4.3.6 Skill Lab:** To help the students acquire specific skills for the situations encountered during practice and acquire skills for intervention, fortnightly Skill Lab is to be organised. Skill Lab is to be organised on the basis of structured skill lab module/activities by the faculty members. Skill Lab activities to be based on games, group exercises, individual and group presentations, documentary film screening cum discussion and like to generate interest and active participation of students. The skill lab should have necessary equipments like audio/video recorders, LCD projector, sound system and IEC materials. The Skill Lab is to be conducted fortnightly
- 4.3.7 Rural/Urban Study Tour/Camp:** To provide an experience to study and appreciate innovative efforts and interventions by the individuals, groups and organizations, the Study Tour/Camp is organised in collaboration with agencies. It is compulsory for the students to participate in the study tour/camp and submit report on the same to the respective field work supervisors. The hours and days spent in the study tour/camp, excluding journey hours, shall be counted in the concurrent field work hours/days of that semester. The students are to maintain strict discipline and decorum during the study tour/camp and an undertaking to this effect is to be given by

each student in a prescribed Performa before proceeding for the study tour/camp (Undertaking for Study Tour, Annexure-5). The Study Tour is to be conducted in the MSW final year. At least two faculty members are to accompany the students for guided supervision. The experiences of the study tour are to be shared in the department. The financial support for the study tour is to be provided as per university rules.

4.3.8 NGO-Meet: In order to get wider insight on the concurrent field work of students, and experiences of the field work agencies in supervising the MSW students and to ensure further collaboration with these agencies, the annual inter-agency meet is organised which is named as NGO Meet. This provides a good opportunity to the department to interact with representatives of the agencies and their work and accordingly to evaluate and enrich its field work practice. The NGO Meet is supplemented with public display of field work agencies works and initiatives in form of exhibition.

4.3.9 Block Placement: All students are being placed in a suitable agency for their block placement at the end of fourth semester examination for eight weeks to undertake Block Field Work. The department would not provide any financial support, whatsoever, for undertaking Block Placement. However, the agency concerned may be requested to provide stipend for the same. The successful completion of Block Placement and the submission of satisfactory Block Field Work Report are mandatory for award of MSW degree and the release of the consolidated marks memo.

4.3.10 Total Field Work Practicum Hours: The total field work hours excluding the hours spent in block field work are summarized below.

S. No.	Field Work Component	Particulars (Hours*Days)	Total Hours in a Semester	Total Hours in MSW
1	Concurrent Fieldwork	7.5*30	225	900
2	Individual Conference	1*15	15	60
3	Fieldwork Seminar Presentation/Group Conference/Skill Lab.	2*15	30	120
		Total	270	1080

For the departmental expenditure to be incurred on the activities (field work practicum) in each semester/academic year, the necessary budget may be allotted/approved.

5. Course Curriculum: Paper Contents (Syllabus)

Paper-1: Foundations of Social Work

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. To understand social work philosophy and inculcate values to work as human service professionals
2. To appreciate the imperatives of becoming professional social worker

Unit-I: Concept of Social Work

1. Social Work : Concept and Goals
2. Functions of Social Work
3. Value base of Social Work
4. Principles of Social Work and their Application

Unit-II: History of Social Work

1. Historical Development of Social Work Practice in UK and USA
2. Socio-Religious Reform Movements in India
3. Evolution of Social Work Education in India
4. Current issues of Social Work Education in India

Unit-III: Social work as a Profession

1. Attributes of a profession
2. Social Work Profession: Issues in India
3. Code of Ethics for Social Workers
4. Fields of Social Work Practice

Unit-IV: Social Work Approaches

1. Therapeutic Approach
2. System Approach
3. Rights based Approach
4. Integrated Social Work Practice

Readings:

1. Armando T Morales, Bradford W Sheafor and Malcolm E Scott (2010). *Social Work: A Profession of Many Faces*. 12th ed. Boston: Pearson Education Inc.
2. Bob Mullaly (1997). *Structural Social Work: Ideology, Theory & Practice*. Ontario: Ontario University Press.
3. Bob Mullaly (2010). *Challenging Oppression & Confronting Privilege: A Critical Social Work Approach*. Ontario: Oxford University Press.
4. Bradford W Sheafor and Charles J Horesji (2011). *Techniques and Guidelines for Social Work Practice*. 9th ed.. Delhi: Pearson Education, Inc.
5. Brenda DuBois and Karla Krogsrud Miley (2010). *Social Work: An Empowering Profession*. . (First published in 1992) 5th ed. Boston: London: Allyn and Bacon
6. Brij Mohan (2002). *Social Work Revisited*. Xlibris: Xlibris Corporation.
7. Charles Zastrow (2009). *The Practice of Social Work: A Comprehensive Work text*. 9th ed. Belmont: Brooks / Cole.
8. D. Saleebey. (2009). *The Strengths Perspective in Social Work Practice*. Boston: Allyn & Bacon.

9. David Cox and Manahar Pawar (2006). *International Social Work: Issues, Strategies and Programs*. New Delhi: Vistar Publication.
10. Eligabeth, A, Segnl, Karen E. Gerdes and Ira Streiner (2008). *Professional Social Work*. New Delhi: Cengage Learning.
11. Gail Omvedt (2011). *Understanding Caste: From Buddha to Ambedkar and Beyond*. 2nd Edition. New Delhi: Orient Blackswan.
12. GOI. (1968). *Encyclopaedia of Social Work in India*. Vol. 1-3. New Delhi: Ministry of Welfare, Government of India.
13. Ira Colly & Sophia Dzigielawski (2004). *Social Work: The People's Profession*. Chicago: Lycum Books Inc.
14. Jim Ife (2001). *Human Rights and Social Work: Towards rights-based practice*. Cambridge: Cambridge University Press.
15. Julie Birkenmaier, Marla Berg-Weger, and Marty Dewees (2011). *The Practice of Generalist Social Work*. New York: Routledge.
16. K.K. Jacob (Ed.) (1994). *Social Work Education in India: Retrospect and Prospect*. Delhi: Himanshu Publications.
17. Lina Dominelli (2005). *Social Work: Theory and Practice for a Changing Profession*. Cambridge: Polity Press.
18. M.S. Gore (2011). *Social Work and Social Work Education*. Jaipur: Rawat Publication.
19. Mark Lymbery and Karen Postle (2007). *Social Work: A Companion to Learning*. New Delhi: Sage.
20. Martin Davies (Ed.) (1997). *The Blackwell Companion to Social Work*. Oxford: Blackwell Publishers Ltd.
21. Mel Gray and Stephen A. Webb (2009). *Social Work: Theories and Methods*. New Delhi: Sage Publications India Pvt. Ltd.
22. Murli Desai (2006). *Ideology and Social Work: History and Contemporary Analyses*. Jaipur: Rawat Publication.
23. Murli Desai (2009). *Methodology of Progressive Social Work Education*. Jaipur: Rawat Publication.
24. Rex A. Skidmore, Milton G. Thackrey and O. William Farley (1991). *Introduction to Social Work*. New Jersey: Prentice Hall, Englewood Cliffs.
25. Robert W. Roberts and Robert H. Nee (Ed.) (1970). *Theories of Social Casework*. Chicago: The University of Chicago Press.
26. Roy Victor Bailey and Mike Brake (Ed.) (1975). *Radical Social Work*. London: Edward Arnold.
27. Surendra Singh and S.P. Srivastava (Eds.) (2003/2010). *Social Work Education in India: Challenges and Opportunities*. Lucknow: New Royal Books.
28. Surendra Singh and S.P. Srivastava (Eds.) (2005). *Teaching and Practice of Social Work in India: Realities and Responses*. Lucknow: New Royal Books.
29. Terri Mizrahi and Larry E. Devis (2008). *Encyclopaedia of Social Work*. Oxford University Press.
30. The Indian Journal of Social Work (2000). *Special Issue: Contextualizing Social Work Practice in India: Some Explorations*. Vol. 69 No. 2: 107-296.
31. The Indian Journal of Social Work (2000). *Special Issue: Social Work Education: In Felicitation of Prof. Armaity S. Desai*. Vol. 61 No. 2: 137-349.

Paper-2: Social Science Concepts-I: Sociology

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. To understand basic sociological concepts
2. To learn how to apply sociological insights in social work practice

Unit-I: Understanding Sociology

1. Sociology: Concept and Scope
2. Sociological Imagination
3. Types of Societies
4. Community

Unit-II: Orientation to Sociological Concepts-I

1. Social Institutions: Marriage, Family and Religion
2. Social Structure
3. Social Stratification
4. Culture

Unit-III: Orientation to Sociological Concepts-II

1. Socialization
2. Social Control
3. Social Change
4. Social Movements

Unit-IV: Contemporary Social Concerns

1. Social Disorganization
2. Deviance
3. Caste in India
4. Diversity

Readings:

1. André Béteille (2002/1972). *Caste, Class and Power*. New Delhi: Oxford University Press.
2. Anthony Giddens (2006). *Sociology. 5th Edition*. UK: Polity Press
3. David G. Mandelbaum (2005/1970). *Society in India: Continuity & Change* (Vol. 1 & 2). Bombay: Popular Prakashan.
4. Gail Omvedt (2011). *Understanding Caste: From Buddha to Ambedkar and Beyond. 2nd Edition*. New Delhi: Orient Blackswan.
5. Harlambas & Halborn (1980). *Sociology: Themes and Perspectives*. London: Collins Publications.
6. M. Francis Abraham (2006). *Contemporary Sociology: An Introduction to Concepts and Theories*. New Delhi: Oxford University Press.
7. M. N. Srinivas (2010/1966). *Social Change in Modern India*. Hyderabad: Orient Black Swan.
8. Martin Davies (1991). *Sociology for Social Work*. London: Routledge Publication
9. T. N. Madan and D. N. Majumdar (1985). *An Introduction to Social Anthropology*. Noida: Mayur Publications.
10. T.B. Bottomore (1986). *Sociology: A Guide to Problems and Literature*. Boston: Allen & Unwin.

Paper-3: Social Science Concepts-II: Psychology

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. To understand human growth and development
2. To appreciate understanding of human personality in social work practice

Unit-I: Psychology: An Introduction

1. Psychology: Concept and Scope
2. Concept of Human Growth and Development
3. Stages of Human Development
4. Social Work Intervention in Human Development

Unit-II: Understanding Human Behaviour

1. Perception
2. Attitude
3. Learning
4. Motivation

Unit-III: Personality and Theories of Personality

1. Personality: Meaning and Concept
2. Type and Trait Theories of Personality
3. Psychoanalytical Theories of Personality
4. Self Concept and Cognitive Theories of Personality

Unit-IV: Normality and Abnormality

1. Normal and Abnormal Behaviour
2. Personality Disorders
3. Anxiety and Stress
4. Phobia

Readings:

1. Barbara Fredrickson, Geoffrey Loftus, Willem Wagenaar, Atkinson and Hilgard (2009). *Atkinson and Hilgard's Psychology: An Introduction*. Delhi: Cengage Learning.
2. Calvin S. Hall, Gardner Lindzey, John B. Campbell (2004). *Theories of Personalities*. New York: Wiley M.
3. Clifford T. Morgan, Richard A. King, John R. Weisz and John Schopler (1993). *Introduction to Psychology*. New Delhi: Tata Mc Graw-Hill.
4. Elizabeth Hurlock (1968). *Development Psychology*. New York: Mc Graw Hill.
5. Elizabeth Hurlock (1978). *Child Psychology*. Tokyo: Mc Graw Hill.
6. John W. Santrock (2001). *Child Development*. New Delhi: Mc Graw Hill.
7. Robert S. Feldman (1997). *Understanding Psychology*. New Delhi: Mc Graw Hill.
8. S. Dandapani (2005). *General Psychology*. Hyderabad: Neel Kamal Publications.
9. T.S. Saraswathi (ed.) (1999) *Culture, Socialization, Human Development, Theory, Research and Application in India*. New Delhi: Sage

Paper-4: Social Science Concepts-III: Political Economy

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. To develop understanding of state, welfare state , human rights and civil society
2. To appreciate understanding of political and economic systems in social work practice

Unit-I: State- Concept, Evolution and Context

1. Concept of State and Nation: Historic Overview
2. State and State Formation
3. Governance: Legislature, Executive and Judiciary
4. Concept of Welfare State

Unit-II: The Constitution and Human Rights

1. The Constitution of India
2. Fundamental Rights
3. Directive Principles of State Policies
4. Human Rights

Unit-III: Introduction to Political Economy

1. Concept, Meaning and Relevance of Political Economy
2. Primary, Secondary and Tertiary Sectors of Economy
3. Measurement of Economic Growth: GDP, GNP & NNP
4. Problems of Indian Economy

Unit-IV: State and Civil Society

1. Civil Liberty: Concept
2. Concept and Importance of Civil Society
3. Role of Civil Society
4. Civil Society Initiatives: PUCL & PUDR

Readings:

1. J. Dreze and A. Sen (1989). *Hunger and Public Action*. Oxford: Oxford University Press.
2. P. Bardhan (1984). *The Political Economy of Development in India*. Delhi: Oxford University Press.
3. P.M. Bakshi (2013). *The Constitution of Indi. 13th Reprint*. New Delhi: Universal Law Publishing Co.
4. R. Mishra. (1999). *Globalization and the Welfare State*. London: Macmillan Press.
5. R.C. Johari (Ed.) (2011). *Modern Political Theory*. New Delhi: Wisdom Press.
6. Sudipta Kaviraj and Sunil Khilvani (Ed.) (2001). *Civil Society: History and Possibilities*. Cambridge University Press.
7. T.K. Oomen (2004). *Nation, Civil society and Social Movement: Essay in Political Sociology*. New Delhi: Sage Publication.

Paper-5: Working With Communities

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. To understand concept of community and its relevance in social work
2. To develop understanding about skills and tools of community work practice

Unit-I: Conceptual Framework of Community Work

1. Communities and Community Issues
2. Community Work: Concept and Principles
3. Community Organisation: Concept and Approaches
4. Community Development: Concept and Approaches

Unit-II: Models of Community Work

1. Models of Community Work: Concept and Importance
2. Locality Development Model
3. System Change Model
4. Structural Change Model

Unit-III: Process of Community Work

1. Understanding Communities
2. Community Conversations: Conversing, Engaging, Collaborating and Casting a Vision
3. Program Planning and Implementation
4. Monitoring and Evaluation

Unit-IV: Social Action

1. Social Action: Concept and Objectives
2. Principles of Social Action
3. Process of Social Action
4. Strategies of Social Action

Readings:

1. David A. Hardcastle and Patricia R. Powers (2004). *Community Practice: Theories and Skills for Social Workers*. New York: Oxford University Press.
2. David James and Mayo (1974). *Community Work*. London: Routledge and Kegan Paul.
3. H.Y. Siddiqui (1984). *Social Work and Social Action*. New Delhi: Harnam Publications.
4. H.Y. Siddiqui (1997). *Working with Communities*. New Delhi: Hira Publication.
5. Jim Ife (2009). *Community Development: Community-Based Alternatives in Age of Globalisation*. Australia: Pearson Publication
6. K. D. Gangrade (1997). *Community Organisation in India*: New Delhi: Popular Prakashan.
7. M. G. Ross (1955). *Community Organisation*. New York: Harper & Sons.
8. Margret Ledwith (2001). Community work as critical pedagogy: re-envisioning Freire and Gramsci. *Community Development Journal*. 36(3): 171-182.
9. Margret Ledwith (2005). *Community Development: A Critical Approach*. Jaipur: Rawat Publications.
10. Paul Born (2008). *Community Conversations*. Toronto: BPS Books.
11. Zubair Meenai (2007). *Participatory Community Work*. New Delhi: Concept Publications.

Paper-6: Fundamentals of Information Technology

100 Marks/30 Lectures/2 Credits

Compulsory paper

Approved syllabus of FIT from the Department of CS & IT, MANUU

Paper-7: Human Relations

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. To develop understanding of human relationship
2. To appreciate and locate problems in human relationship and develop skills in sustaining relationship

Unit-I: Human Relations

1. Human Relation: Definition and Importance
2. Laws of Human Relations
3. Types of Human Relations
4. Problems of Human Relations

Unit-II: Concept and Theories

1. Self and Others
2. Exchange Theory
3. Attachment Theory
4. Psychological Theories and Human Relations

Unit-III: Family Relations

1. Spousal Relations
2. Parental Relations
3. Sibling Relations
4. Close Relationship

Unit-IV: Client-Worker Relationship

1. Client-Worker Relationship: Nature and Importance
2. Difficulties in Client-Worker Relationship
3. Sustaining Relationship
4. Skills in Client-Worker Relationship

Readings:

1. Anthony Giddens (1991). *Modernity and Self Identity*. Cambridge: Polity Press
2. Aubrey C. Sanford (1973). *Human Relations: Theory and Practice*. Ohio: Merrill.
3. Barry Reece (2011). *Human Relations: Principles and Practices*. USA: Cengage Learning
4. Barry Reece (2013). *Effective Human Relations: Interpersonal and Organizational Applications*. USA: Cengage Learning.
5. David Howe (2008). *The Emotionally Intelligent Social Worker*. New York: Palgrave Macmillan.
6. David Howe (2009). *A Brief Introduction to Social Work Theory*. New York: Palgrave Macmillan.
7. E. Kirchler, C. Rodler, E. Holzl and K. Meier (2001). *Conflict and Decision Making in Close Relationship*. Hove, UK: Psychology Press.
8. Felix P. Bieskic (1987). *The Case Work Relationship*. London: Unwin University Books.
9. Gordon. Hamilton (1954). *Theory and Practice of Social Case Work*. New York: Columbia University Press.

10. Lois H. Sargent (1958). *How to Handle Your Human Relations*. Tempe: American Federation of Astrologers Inc.
11. Mohd. Shahid and Manoj K. Jha (2014). Revisiting the Client-Worker Relationship: Biestek through a Gramscian Gaze. *Journal of Progressive Human Services*, 25 (1):18-36. <http://dx.doi.org/10.1080/10428232.2014.855985>
12. Raymond J. R. King (1969). *Family Relations: Concepts and Theories*. Glendessary Press.
13. Steve Duck (Ed.) (2007). *Handbook of Human Relationships*. CA: Sage.
14. Sven Wahlroos (1974). *Family Communication: A Guide to Emotional Health*. UK: Macmillan.

Paper-8: Working with Groups

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. To develop understanding of group as a method of social work practice
2. To gain insight of group processes and group work

Unit-I: Introduction to Group and Group Work

1. Social Group: Concept and Characteristics
2. Types of Social Groups
3. Group Work: Definition and goals
4. Group Dynamics

Unit-II: Essentials in Group Work Practice

1. Principles of group work
2. Models of Group work practice
3. Group work Techniques
4. Group work Skills

Unit-III: Process of Working with Groups

1. Forming
2. Performing
3. Monitoring and Evaluation
4. Termination

Unit-IV: Therapeutic Approaches in Group Work

1. Group Therapy and Group Work
2. Transactional Analysis
3. Gestalt Therapy
4. T-Groups

Readings:

1. Alex Gitterman and Robert O' Byrne (Eds.) (2009). *Encyclopaedia of Social Work with Groups*. New York: Routledge.
2. David Capuzzi, Douglas R. Gross and Mark D. Stauffer (2010). *Introduction to Group Work*. 4th ed. Jaipur: Rawat.
3. G. Konopka (1983). *Social Group Work: A Helping Process*. 3rd Edition. Englewood Cliffs, N. J: Prentice Hall International.
4. G. Wilson & G. Raylands (1989). *Social Group Practices*. Massachusetts: Houghton Mifflin.
5. Garvin, CD, Lorraine M. Gutierrez & Maeda J. Galinsky (Ed.) (2004). *Hand Book of Social Work with Groups*. Jaipur: Rawat Publications.
6. H. Northen (1976). *Social Work with Groups*. New York: Columbia University Press.
7. H.Y. Siddiqui(2008). *Group Work: Theories and Practices*. Jaipur: Rawat.
8. Julie Birkenmaier, Marla Berg-Weger & Marty Dewees (2011). *The Practice of Generalist Social Work*. New York: Routledge.
9. Linda Finley (1993). *Group work in Occupational Therapy*. UK: Chapman and Hall.
10. M. Hartford (1971). *Groups in Social Work*. New York: Columbus University Press.

11. Mark Doel (2006). *Using Group Work*. New York: Routledge.
12. P. Balgopal and T. Vanil (1983). *Groups in Social Work: An Ecological Perspective Network*. New Delhi: Macmillan Publications.
13. R.J Corsini (2004). *Current Psycho Therapies with Case Studies*. Hawaii: Wadsworth Publications.
14. Ronald W. Toseland and Robert F. Rivas (1995). *An Introduction to Group Work Practice*. Boston: Allyn & Bacon.
15. T. Gladding Samuel (1995). *Group Work: A Community Specialty*. London: Prentice Hall International.

Paper 9: Emerging Areas of Welfare Practices

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. To understand the basics of contemporary issues of social work practice
2. To develop skills in dealing with emerging welfare practices

Unit-I: School Social Work

1. School as a Social System
2. School Social Work: History, Concept and Relevance
3. Social Work Practice in School Setting: Client System, Issues and Strategies
4. Role of School Social Worker

Unit-II: Working with Elderly

1. Current Status of Elderly
2. Issues of Elderly Persons
3. Policies and Programs for Elderly
4. Social Work Practice with Elderly

Unit-III: Persons with Disabilities

1. Understanding Disability: Concept, Causes and Types
2. Disability Rights Movement
3. Policies and Programs for Persons with Disabilities
4. Social Work Practice with Persons with Disabilities

Unit-IV: HIV/AIDS and High Risk Population

1. HIV/AIDS: Myths, Misconceptions and Causes
2. Preventions in HIV/AIDS
3. High Risk Groups and Social Work Intervention
4. PLHV: Programs and Interventions

Readings:

1. A. B. Bose and K.D. Gangrade (1988). *The Aging in India: Problems and Potentialities*. New Delhi: Abhinav Publications.
2. A.K. Chadha and Willigen V. John (1997). *Aging and the Aged- A Challenge to Indian Gerontology*. New Delhi: Friends Publications.
3. Anjali Gandhi (1990). *School Social Work- The Emerging Models of Practice in India*. New Delhi: Commonwealth Publishers.
4. Arun P. Bali (1999). *Understanding Graying People in India*. New Delhi: Indian Council of Social Research.
5. Baquer Ali and Anjali Sharma (1997). *Disability – Challenges v/s Responses*. New Delhi: Concerned Action Now.
6. Benjamin H. Gottlieb and Lois J. Gottlieb (1971). An Expanded Role for the School Social Worker. *Social Work*. October: 12-21.
7. Jessica Rosenberg (2009). *Working in Social Work: The Real World Guide to Practice Settings*. New York: Routledge.

8. Jyoti Kakkar (2005). *AIDS Risk and Awareness*. New Delhi: Inter-India Publications.
9. Md. Shahid Raza, Md. Aftab Alam, Md Israr Alam and Mohd. Shahid (2012). Repositioning Critical Social Work in School Setting. *Perspectives in Social Work*. Vol. XXVII (No. 3): 9-25.
10. Mohinder Singh Bedi (1992). *Protection of Women in Moral Danger: A Study of Trafficking in Women in Rajasthan*. Udaipur: Himanshu Publications.
11. Paulo Freire (1996). *Pedagogy of the Oppressed*. Trans. Myra Bergman Ramos. London: Penguin Books (First published 1970).
12. Purinma Mane and S. Maitrei (1992). *AIDS in the Indian Socio-Cultural Context*. Bombay: Tata Institute of Social Science.
13. Renu Addlakha, Stuart Blum, Patrick Devileger, Osamu Nagasa and Myriam Winance (Ed 2009). *Disability and Society*. New Delhi: Orient BlackSwan.
14. Robinson, M. (1978). *School and Social Work*. London: Routledge & Kegan Paul.
15. S. Irudaya Rajan (2008). *Social Security for Elderly*. New Delhi: Routledge.

Paper 10: Family and Child Centred Social Work Practice

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. To understand major issues and problems of family and children as units of social work intervention.
2. To develop skills of working with family and children.

Unit-I: Family: A Conceptual Framework

1. Family: Concept and Nature
2. Marriage and Family
3. Functions of Family
4. Family and Social Change

Unit-II: Family and Social Work Intervention

1. Social Work Intervention in Family
2. Types of Family Therapies
3. Family and Legal Aid: Family Court
4. Family Counseling

Unit-III: Children at Risk

1. Out of School Children and Child Labour
2. Street Children and Child Abuse
3. Child Trafficking
4. Juvenile Delinquency

Unit-IV: Social Work with Children

1. Child Rights
2. The Juvenile Justice (Care & Protection of Children) Amendment Act, 2006
3. Policy and Programs for Children
4. Social Work Practice with Children

Readings:

1. Carlton E. Munson (1983). *Social Work with Families – Theories and Practice*. New York: The Free Press.
2. Charles H Zastow (2010). *Evaluating Social Work Practice*. New Delhi: Cengage Learning India Pvt. Ltd.
3. Dean H. Hepworth. (2010). *Direct Social Work Practice – Theory and Skills*. USA: Brooks Cole Cengage Learning.
4. Donald Collins, Jordan Cathleen and Leather Coleman (2010). *An Introduction to Family Social Work*. USA: Brooks Cole Cengage Learning.
5. G.R Madan (2009). *Indian Social Problems – Volume 1 & 2, 7th Edition*. New Delhi: Allied Publishers Pvt. Ltd.
6. Hans Nagpaul (2005). *Social Work in Urban India*. Jaipur: Rawat.
7. Jessica Rosenberg (2009). *Working in Social Work: The Real WorldGuide to Practice Settings*. New York: Routledge.
8. Julie Birkenmaier, Marla Berg-Weger & Marty Dewees (2011). *The Practice of Generalist Social Work*. New York: Routledge.

9. Liz Davis and Nora Duckett (2008). *Proactive Child Protection and Social Work*. UK: Learning Matter Publications.
10. Manreen O'Longhlin and Steve O' Longhlin (2nd Eds. 2005). *Social Work with Children and Families*. UK: Learning Matters Publications.
11. Murli Desai (1994). *Family and Intervention – A course compendium*. Mumbai: Tata Institute of Social Sciences.
12. Terry Mizrahi and Larry E. Davis (2011). *Encyclopedia of Social Work – 4 Volumes*. New York: Oxford University Press.
13. Tulsi Patel (Ed.) (2005). *The Family in India: Structure and Practice*. New Delhi: Sage.

Paper 11: Social Work Research

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. Understand the nature, scope and significance of research in social work practice.
2. Develop competence in conceptualizing, designing and using research techniques.

Unit-I: Social Science Research

1. Basic Elements of Social Science Research
2. Approaches to Social Science Research: Quantitative, Qualitative and Integrated
3. Research Designs: Exploratory, Descriptive and Experimental
4. Problem Formulation and Review of Literature

Unit-II: Social Science Research Process

1. Hypothesis
2. Sampling: Methods, Types and Determination of Sample Size
3. Measurement and Scaling Techniques
4. Data Collection: Sources and Tools

Unit - III: Social Work Research and Participatory Research

1. Introduction to Social Work Research: Integration of Research and Field Work
2. Social Work Research Designs
3. Basic Elements of Participatory Research
4. Participatory Learning and Action (PLA) Techniques

Unit- IV: Data Collection, Processing and Tabulation

1. Data Collection, Processing and use of SPSS
2. Classification and Tabulation : Univariate and Bivariate Tables
3. Measures of Central Tendency and Dispersion
4. Measures of Association, Correlation and Difference: Chi-square, Pearson's and t-tests

Readings:

1. Allen Rubin and Earl Babbie. (2010). *Methods for Social Work Research*. New Delhi: Cengage Learning (India Edition).
2. Andy Lock and Tom Strong. (2010). *Social Constructionism: Sources and Stirrings in Theory and Practice*. Cambridge: Cambridge University Press.
3. C.R. Kothari. (2013). *Research Methodology: Methods and Techniques*. New Delhi: New Age International Publishers, 2nd Revised.
4. Carol A. Baily (2007). *A Guide to Qualitative Field Research*. Thousand Oaks: Pine Forge.
5. Clive Seale, Giampietro Gobo, Jaber F. Gubrium and David Silverman (Eds.) (2004). *Qualitative Research Practice*. London: Sage.
6. D.K. Lal Das (2005). *Designing Social Research*. Jaipur: Rawat Publications.

7. D.K. Lal Das (2010). *Practice of Social Research- Social Work Perspective*. Jaipur: Rawat Publications.
8. D.K. Lal Das (2013). *Approaches to Social Science Research Methods*. Lucknow: New Royal Book Company.
9. D.K. Lal Das and Vanila Bhaskaran (Eds.) (2008). *Research Methods for Social Work*. Jaipur: Rawat Publications.
10. Kultar Singh (2007). *Quantitative Social Research Methods*. New Delhi: Sage.
11. Manish Kanawat and P. Suresh Kumar (2011). *Participatory Rural Appraisal: Tools and Techniques for Need Assessment*. Udaipur: Agrotech Publishing Academy.
12. N. Narayanaswamy (2009). *Participatory Rural Appraisal: Principles, Methods & Application*. New Delhi: Sage Publication
13. Neela Mukharjee (1993). *Participatory Rural Appraisal: Methodology and Application*. New Delhi: Concept Publishing Company.
14. Nick Moore (1999). *How to do Research*. London: Facet Publishing.
15. Norman Blaikie (2010). *Designing Social Research*. 2nd ed. Cambridge: Polity Press.
16. Somesh Kumar (2002). *Methods of Community Participation*. New Delhi: Vistaar Publication.
17. Tata Institute of Social Sciences. (1990). *Issues in Social Work Research in India: A Felicitation Volume (A Collection of Papers of P. Ramachandran)*. TISS Series B-74. Bombay: TISS.
18. William J. Goode and Paul K. Hatt (1952). *Methods in Social Research*. Tokyo: MacGraw-Hill.

Paper 12: Social Work with Individuals

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. To develop understanding working with Individuals
2. To develop understanding and skills in case work process and intervention

Unit-I: Social Case Work: An Introduction

1. Case Work: Concept and Objectives
2. Components of Case Work
3. Client-Worker Relationship
4. Principles of Case Work

Unit-II: Case Work Process

1. Case Work Process
2. Intake and Study
3. Diagnosis and Treatment
4. Evaluation and Termination

Unit-III: Techniques and Skills in Case Work

1. Interviewing and Listening
2. Home Visit
3. Counseling
4. Recordings in Case Work

Unit-IV: Therapeutic Approaches in Case Work

1. Behavior Modification Approach
2. Problem Solving
3. Crisis Intervention
4. Eclectic Approach

Readings:

1. Charles H Zastow (2010). *Evaluating Social Work Practice*. New Delhi: Cengage Learning India Pvt. Ltd.
2. Felix P. Bieskic (1987). *The Case Work Relationship*. London: Unwin University Books.
3. Gordon. Hamilton (1954). *Theory and Practice of Social Case Work*. New York: Columbia University Press.
4. Grace Mathew (1992). *An Introduction to Social Case Work*. Mumbai: TISS.
5. GOI. (1968). *Encyclopaedia of Social Work in India*. Vol. 1-3. New Delhi: Ministry of Welfare, Government of India.
6. H.H Perlman (1957). *Social Case Work: A Problem Solving Process*. Chicago: University of Chicago Press.
7. Julie Birkenmaier, Marla Berg-Weger & Marty Dewees (2011). *The Practice of Generalist Social Work*. New York: Routledge.
8. Mohd. Shahid and Manoj K. Jha (2014). Revisiting the Client-Worker Relationship: Biestek through a Gramscian Gaze. *Journal of Progressive Human Services*, 25 (1):18-36. <http://dx.doi.org/10.1080/10428232.2014.855985>
9. N. Timms (1964). *Social Casework: Principles and Practice*. London: Routledge and Kegan Paul.
10. Robert W Robert. And Robert H Nee (1970). *Theories of Social Case Work*. Chicago: University of Chicago Press.

Paper 13: Social Policy and Planning

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. To understand social policy and social welfare policy
2. To acquire knowledge of policy analysis and policy formulation processes

Unit-I: Introduction of Social Policy

1. Welfare State and Social Welfare
2. Social Policy: Concept
3. Models of Social Policy
4. Approaches to Social Policy: Welfare, Developmental and Right Based

Unit-II: Social Policy and Planning In India

1. Sources of Social Policy
2. Social Planning: Concept
3. Process of Social Planning
4. Impact of Globalization on Social Planning in India

Unit-III: Social Policy Formulation and Implementation

1. Process of Social Policy Formulation
2. Determinants of Policy Formulation
3. Planning Commission: Structure and Functions
4. Significance of Interest Groups in Policy Formulation and Implementation

Unit-IV: Social Policy Analysis

1. Policy Analysis: Objectives and Types
2. Policy Evaluation: Concept and Types
3. Policy Interventions: Social Audit
4. Need and Scope of Social Work Intervention in Policy Analysis

Readings:

1. D. Taylor (Ed.1996). *Critical Social Policy: A Reader*. London: Sage.
2. D.L. Weimer and A.R. Vining (1994). *Policy Analysis: Concepts and Practice*. New Jersey: Prentice Hall.
3. Denny David (1998). *Social Policy and Social Work*. Oxford: Clarendon Press.
4. J. Midgley (2000). *The Handbook of Social Policy*. New Delhi: Sage.
5. John Baldock, Nick Maning and Sarah Vickerstaff (2002). *Social Policy. Second Edition*, New York: Oxford University Press.
6. K.K. Jacob (Ed.) (1989). *Social Policy in India*. Udaipur: Himanshu Publication
7. Lewis Gail, Gerwitz Sharon and Clark John (2000). *Rethinking Social Policy*. London: Sage.
8. M. Hill (2003). *Understanding Social Policy. 7th Edition*. Oxford: Blackwell Publishing.
9. Paul Spicker (2008). *Social Policy: Themes and Approaches*. Jaipur: Rawat
10. Rama V. Baru (2009). *School Health Services*. New Delhi: Sage.
11. Richard Morris Titmuss (1974) *Social Policy: An Introduction*. London: Penguin.
12. S.K. Misra and V.K. Puri (2002). *Indian Economy. 20th ed.* New Delhi: Himalaya Publishing House.
13. T.H. Marshal (1965). *Social Policy*. London: Hutchinson.

Paper-14: Social Welfare Management

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. To acquire knowledge and skills of managing and administrating development services
2. To develop knowhow about tools of social welfare management

Unit-I: Social Welfare Management

1. Social Welfare Management: Concept
2. Functions of Management: POSDCORB
3. Welfare Management Organizations: Needs and Types
4. Organizational Dynamics

Unit-II: Social Welfare Organization

1. Social Welfare Organization: Registration and Legal Issues
2. Social Welfare Organization: Goals and Design
3. Bye-Laws
4. Practice Exercise

Unit-III: Problem Formulation

1. Problem Formulation: Concept and Process
2. Problem Tree
3. Situation Analysis
4. Practice Exercise

Unit-IV: Project Formulation and Evaluation

1. Project Formulation
2. Logical Framework Approach
3. Project Appraisal: Social, Technical and Financial
4. Monitoring and Evaluation

Readings:

1. D. Paul Chaudhry (1979). *Social Welfare Administration*. Delhi: Atma Ram & Sons.
2. D.R. Sachdeva (1993). *Social Welfare Administration*. Allahabad: Kitab Mahal.
3. Fernando. S Fr Emmanuel. (1998) *Project from Problems*.
4. Iain Ferguson, Michael Lavalette and Gerry Mooney. (Eds.) (2002). *Rethinking Welfare: A Critical Perspective*. London: Sage.
5. Narandra Singh (2007). *Project Management Control*. 4th ed. New Delhi: Himalaya Publishing House.
6. Prasanna Chndra (2002). *Project: Planning, Analysis, Financing, Implementing and Review*. 5th ed. New Delhi: Tata McRaw Hill.
7. Rino J. Patti (2000). *The Handbook of Social Welfare Management*. New Delhi: Sage.
8. Rino J. Patti (2008). *The Handbook of Human Services Management*. New Delhi: Sage.
9. Robert W. Weinbach (1998). *The Social Worker as Manager*. London: Allyn & Bacon
10. Stephen P. Robbins (2010). *Organization Behaviour*. Delhi: Pearson Education Inc.

Paper-15: Rural-Urban Interventions

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. To understand issues and develop competencies for rural and urban interventions
2. To develop understanding and skills to facilitate/negotiate the implementation of government schemes and programs

Unit-I: Understanding Rural Issues

1. Rural Society and Contemporary Issues
2. Rural Resources
3. Rural Poverty : Concept, Magnitude and Measurement
4. Rural Unemployment: Concept, Magnitude and Measurement

Unit-II: Rural Interventions

1. Government Structure and Mechanism of Rural Development Interventions
2. Flagship Schemes for Rural Areas: Education, Health and Sanitation
3. Role of NGOs in Rural Development
4. Social Worker and Rural Interventions

Unit-III: Understanding Urban Issues

1. Urbanization
2. Urban Society: Features and Contemporary Issues
3. Urban Poverty: Concept, Magnitude and Measurement
4. Urban Slums

Unit-IV: Urban Interventions

1. Government Structure and Mechanism of Urban Development Interventions
2. Flagship Schemes for Urban Areas: Health, Housing and Sanitation
3. Role of NGOs in Urban Development
4. Social Worker and Urban Interventions

Readings:

1. Albert N. Cousins and Hans Nagpaul (1979). *Urban Life: The Sociology of Cities and Urban Societies*. USA: John Wiley & Sons Inc.
2. Annual Reports of the Ministry of Rural Development/ Ministry of Urban Development/ Ministry of Housing & Urban Poverty Alleviation. New Delhi: GOI (Available on Ministry's websites: <http://www.rural.nic.in/>; <http://moud.gov.in/>; <http://mhupa.gov.in/>)
3. Hans Nagpaul (2005). *Social Work in Urban India*. Jaipur: Rawat.
4. Jacob Thodipara. (2012). *Urban Community Development*. Jaipur: Rawat Publication.
5. Katar Singh (2009). *Rural Development: Principles, Policies & Management* (3rd Ed.). New Delhi: Sage Publications.
6. Kevin J. Gaston (Ed.) (2010). *Urban Ecology*. New York: Cambridge University Press.
7. Michael J. Papa, Arvind Singhal and Windy H. Papa (2006). *Organizing for Social Change: A Dialectic Journey of Theory and Praxis*. New Delhi: Sage Publications.

8. Nabhi (2012). *Compendium of Government Policy and Schemes for Funding and Facilitating NGOs*. 2 Vols. New Delhi: Nabhi Publications
9. Press Information Bureau. New Delhi: Government of India[<http://www.pib.nic.in>]
10. R. Desai. (1994). *Rural Sociology in India*. Mumbai: Popular Prakashan.
11. R. Venkata Ravi, P. Siva Ram and D. Sunder Raj (2006). *Empowering Rural India: Experiments and Experiences*. New Delhi: Kanishka Publisher.
12. Rakesh Hooja and K.K. Parnami (Ed.) (2007). *Development Administration and Rural Development*. Jaipur: Aalekh Publishers.
13. Suresh Chandra Jain (2005). *Indigenous Resources for Rural Development: Agricultural Mechanization and Rural Industrialization*. New Delhi: Concept Publishing Company.

Paper-16: Women's Empowerment

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. To understand the concept of empowerment
2. To develop ability for social work intervention in the field of women's empowerment.

Unit-I: Introduction to Women's Empowerment

1. Understanding Patriarchy, Gender and Intersectionality
2. Women's Rights Movements
3. Current Situation of Women
4. Women Welfare, Development and Empowerment

Unit-II: Women Empowerment and Institutional System

1. Women's Empowerment: Concept and Dimensions
2. International Efforts for Women's Empowerment
3. Constitutional Safeguards for Women in India
4. Legal Support for Women in India

Unit-III: Women and Institutional Support

1. Policy on Empowerment of Women
2. National Commission for Women
3. Grievance Redressal Mechanism
4. Flagship Schemes for Women

Unit-IV Interventions for Women's Empowerment

1. Self Help Groups : Concept , Structure and Functions
2. SHG Models
3. Women Advocacy Groups
4. Women and PRIs

Readings:

1. Bibek Debroy and P.D. Kaushik (Ed.) (2005). *Emerging Rural Development through Panchayats*. New Delhi: Rajiv Gandhi Institute for Contemporary Studies.
2. D. Jain (2006). *Women, Development and the UN*. Hyderabad: Orient Longman.
3. Digumarti Bhaskara Rao (2000). *Status of Advancement of Women and other (ed.)*, New Delhi: APH Publishing Corporation.
4. Gary N. Powell (Ed.) (1999). *Handbook of Gender Work*. New Delhi: Sage.
5. H. Kumar and J. Verghese (2005). *Women's Empowerment: Issues, Challenges and Strategies*. New Delhi: Regency Publications.
6. H.C. Upadhyay (1991). *Status of Women in India*. New Delhi: Anmol Publication.
7. J. Hanmer and D. Statham (1999). *Women and Social Work*. London: Macmillan Press Ltd.

8. Kalpana Kannabirān (2005). *Violence of Normal Times: Essays on Women's Lived Realities*. New Delhi: Women Unlimited.
9. Kishanjit Basu and Krishan Jindal (Ed). (2000). *Microfinance: Emerging Challenges*. New Delhi: McGraw Hill.
10. Martha C. Nussbaum (2000). *Woman, Human Development*. New Delhi: Kali for Women.
11. Maya Majumdar (2001). *Protecting Our Women* (3 Volumes). New Delhi: Dominant Publishers & Distributors.
12. Rekha Dayal (1987). *Resource Book on Women's Development*. New Delhi: SIDA.
13. Seema Kazi (1999). *Muslim Women in India*. London: Minority Rights Group.
14. Sonia Bathla (1998). *Women, Democracy and the Media*, New Delhi: Sage Publications.
15. U.K. Anand (2001). *Working Women and retirement*. New Delhi: Anmol Publications Pvt. Ltd.
16. Zoya Hasan and Ritu Menon (2006). *Unequal Citizen: A study of Muslim Women in India*. New Delhi: Kali.

Paper-17: Professional Development

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning

1. To understand self as 'being' in the social work practice.
2. To uphold professional values and ethics in dealing with client system.

Unit-I: Self and Self Awareness

1. Self Concept
2. Self Image and Self Confidence
3. Factors affecting Self
4. Theoretical Explanations/Case Illustrations

Unit-II: Self Development

1. Importance of Self Development
2. Identifying Goals
3. Emotional Intelligence
4. Communication Skills

Unit-III: Professional Self

1. Professional: Concept, Definition and Attributes
2. Professional Self: Transition from Personal to Professional
3. Professional Creativity
4. Professional Ethics and Ethical Dilemmas

Unit-IV: Assessment Tools

1. Transactional Analysis
2. Johari Window
3. Self Analysis
4. Personality Assessment

Readings:

1. Alex. K (2009). *Soft Skills: Know Yourself and Know the World*. New Delhi: S. Chand.
2. Beulah R. Compton and Burt Galaway (2009). *Social Work Processes*. California: Brooks/Cole Publishing Company.
3. Gross Bard. H (1954). Methodology for Developing Self Awareness. *Journal of Social Case Work*, Vol XXXV No 09
4. Haskar SL (1976). *Know Thyself*.
5. Hurlock, E (1976). *Personality Development*. New York. Tata Mac Graw Hill
6. Judith Milner and Patrick O'Byrne (2009). *Assesment in Social Work*. New York: Palgrave Macmillan.
7. Mark Lymbery and Karen Postle (Edt. 2007). *Social Work: A Companion to Learning*. New Delhi: Sage.
8. Pamela Trevithick. (2000). *Social Work Skills: A Practice Handbook*. Buckingham: Open University Press.
9. Sudha Datar, Ruma Bawikar, Geeta Rao, Nagmani Rao, and Ujwala Masdekar (2010). *Skill Training for Social Workers-A Manual*. New Delhi: Sage.
10. Zastow Charles H (2010). *Evaluating Social Work Practice*. New Delhi: Cengage Learning India Pvt. Ltd.

Paper-18: Human Rights and Social Justice

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. To develop understanding of Human Rights and emergence of rights based perspective in social work practice
2. To understand concept of social justice and appreciate social justice as a value of social work profession

Unit-I: Human Rights and Protection

1. Human Rights and Entitlements
2. The Universal Declaration of Human Rights
3. Three Generations of Human Rights
4. UN Conventions for Vulnerable Groups

Unit-II: Human Rights, Social Justice and Social Work

1. Human Rights Perspective in Social Work
2. Social Justice: Concept and Issues
3. Social Justice as core value of social work
4. Role of Social Worker in promoting Social Justice

Unit-III: Human Rights and Protective System

1. International Human Rights Agencies: Amnesty International & Human Rights Watch
2. National Human Rights Commission in India
3. Legal Literacy, Legal Aid Services and Public Interest Litigation (PIL)
4. Right to Information (RTI)

Unit-IV: Promoting Human Rights and Social Justice

1. Advocacy: Concept and Issues
2. Civil Society and Human Rights Activism
3. Civil Liberty Initiatives
4. Social Justice to Minority Communities

Readings:

1. Abdulrahim P. Vijapur. (2010). *Human Rights*. New Delhi: Manak.
2. Amnesty International. (1993). *Human Rights in India*. New Delhi: Vistaar Publication.
3. Bob Mullaly (2010). *Challenging Oppression and Confronting Privilege: A Critical Social Work Approach*. 2nd ed. Ontario: Oxford University Press.
4. Brenda Dubois, and K.K. Miley. (1999). *Social Work an Empowering Profession*. (First published in 1992) 3rd ed. Boston: Allyn and Bacon
5. Dennis D. Long, Carolyn J. Tice and John D. Morrison (2011). *Macro Social Work Practice: A Strengths Perspectives*. New Delhi: Cengage Learning.
6. IFSW and IASSW. (2004). *Ethics in Social Work, Statement of Principles*. Bern: International Federation of Social Workers & International Association of Schools of Social Work.
7. J.G. Sommer (2001). *Empowering the Oppressed Grassroots Advocacy Movements in India*. New Delhi: Sage Publications

8. Jim Ife (2001). *Human Rights and Social work*. Cambridge: Cambridge University Press.
9. Kalpana Kannabirān (2012). *Tools of Justice: Non-Discrimination and the Indian Constitution*. New Delhi: Routledge India.
10. Lena Dominelli (2002). *Anti-Oppressive Social Work Theory and Practice*. London: Palgrave.
11. Lena Dominelli (2004). *Social Work: Theory and Practice for a Changing Profession*. Cambridge: Polity Press.
12. M. Clayton and A. Williams. (Ed.) (2004). *Social Justice*. Oxford: Blackwell Publishers.
13. N.K. Jain (2007). *Right to Information: concept, law and practices*. New Delhi: Regal.
14. Rev M. Stephen (2002). *Human Rights: Concepts and Perspectives*. New Delhi: Concept.
15. Sudipta Kaviraj and Sunil Khilnani (2002). *Civil Society: History and Possibilities*. Cambridge: Cambridge University Press.
16. U.K. Singh (Ed.) (2009). *Human Rights and Peace: Ideas, Laws, Institutions and Movement*. New Delhi: Sage.
17. Upendra Baxi (2012). *The Future of Human Rights*. 3rd Ed. New Delhi: Oxford University Press.

Paper-19: Marginalised Communities: Issues and Interventions

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. To understand the concept of marginalization and issues of marginalized groups
2. To develop the ability for social work intervention with marginalized groups

Unit-I: Social Work and Marginalization

1. Understanding Marginalization and Processes of Marginalization
2. Social Work and Marginalized Groups: An Overview
3. Marginalized Groups: Question of Identity and Assertion
4. Keys issues in social work practice with Marginalized Groups

Unit- II Scheduled Castes and Scheduled Tribes

1. Caste system and Casteism in India
2. Major problems and issues of SCs and STs
3. Constitutional safeguards to SCs and STs
4. Contemporary Dalit and Tribal Movements

Unit-III Minorities and Muslims in India

1. Issues and problems of Minorities in India
2. Situation of Muslims in India: Issues of Identity and Development
3. Constitutional safeguards to Minorities and Muslims
4. Government Initiatives, Committees and Commissions for Minorities and Muslims in India

Unit-IV Other Backward Classes

1. Concept of OBC's in India and their problems
2. Constitutional safeguards for OBCs
3. Contemporary OBC Mobilizations and Movements
4. Government Initiatives, Committees and Commissions for OBCs

Readings:

1. A. Beteille (1992). *The Backward Classes in Contemporary India*. New Delhi: Oxford University Press.
2. A. Beteille (1997). *Caste: Old and New*. Jaipur: Rawat Publications.
3. Bob Mullaly (2010). *Challenging Oppression & Confronting Privilege: A Critical Social Work Approach*. Ontario: Oxford University Press.
4. Pariyaram M. Chacko (1992). *Tribal Communities and Social Change*. New Delhi: Sage Publication.
5. Buddhadeb Choudhuri (Ed.) (1992). *Tribal Transformation in India*. Vol. I-V. New Delhi: Inter India Publication.
6. Furer-Heimendorf, Christoph von (1982). *Tribes of India: The Struggle for Survival*. New Delhi: OUP.
7. Gail Omvedt (2011). *Understanding Caste: From Buddha to Ambedkar and Beyond*. 2nd Edition. New Delhi: Orient Blackswan.

8. GOI. (1980). *Report of the Backward Classes Commission*. Part-I & II, Vol. I, II & III-VII. Delhi: Ministry of Social Justice and Empowerment, Government of India (Chairperson: Shri B.P. Mandal). <http://www.ncbc.nic.in>
9. GOI. (1983). *Report on Minorities*. New Delhi: Ministry of Home affairs, Government of India (Chairperson: Dr Gopal Singh).
10. GOI. (2006). *Social, Economic and Educational Status of Muslim Community of India: A Report*. New Delhi: Prime Minister's High Level Committee (PMHCL), Cabinet Secretariat Government of India (Chairperson: Justice Rajinder Sachar).
11. GOI. (2007). *Report of the National Commission for Religious and Linguistic Minorities*. Vol. 1 & 2. New Delhi: Ministry of Minority Affairs, Government of India (Chairperson: Justice Ranghnath Mishra).
12. I. Ahmed (1976). *Family, Kinship and Marriage Among Muslims in India*. New Delhi: Manohar Publications.
13. Iqbal A. Ansari (1996). *Readings on Minorities: Perspectives and Documents*. Vol. I-III. New Delhi: Institute of Objective Studies.
14. James Scott. (1985). *Weapons of the Weak: Everyday forms of peasant resistance*. New Haven & London: Yale University Press.
15. Johan Galtung. (1969). Violence, Peace and Peace Research. *Journal of Peace Research*, Vol. 6 No. 3:167-191.
16. Johan Galtung. (1990). Cultural Violence. *Journal of Peace Research*, Vol. 27 No. 3:291-305.
17. M. Hassan (2000). *Inventing Boundaries*. New Delhi: Oxford University Press.
18. Mahbub ul Haq. (1976). *The Poverty Curtain: Choices for the Third World*. New York: Columbia University Press.
19. Manoj Jha. (2011). *Riots as Rituals*. New Delhi: Mank Publication.
20. National Commission for Backward Classes, Government of India, New Delhi. <http://www.ncbc.nic.in/>
21. Omvedt, Gail. (1994): *Dalits and the Democratic Revolution*. New Delhi: Sage Publication.
22. P. Sainath. (1996). *Everybody loves a good draught: Stories from India's Poorest Districts*. New Delhi: Penguin Books India.
23. R. Basant and A. Shariff. (Eds.) (2010). *Handbook of Muslims in India: Empirical and Policy Perspectives*. New Delhi: Oxford University Press.
24. Shah, G. (1990): *Social Movements in India*. New Delhi: Sage Publications.
25. Shah, G. (2000): *Dalit and the State*. New Delhi: Sage Publications.
26. Sharma, K. L. (1998): *Social Stratification in India*. Jaipur: Rawat Publications.
27. Wignaraja, P. (1993): *New Social Movements in the South: Empowering the People*. New Delhi: Vistar Publication.
28. Zelliott, E. (1998): *From Untouchables to Dalit*. New Delhi: Manohar Publications.

Paper-20: Poverty and Livelihood

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. To develop understanding about the context of poverty and livelihood
2. To develop skills for livelihood intervention

Unit-I: Basic Concepts of Poverty

1. Meaning, concept and vulnerability context of Poor
2. Situation of Poverty and Unemployment in India
3. Measurement of Poverty
4. Poverty Alleviation Initiatives in India

Unit-II: Livelihood

1. Concept and Framework of Livelihood
2. Potential Avenues : Farm & Non-Farm Based, Craftsmen, Artisans Folk wisdom
3. Major Livelihood Flagship Program: Rural Based
4. Major Livelihood Flagship Program: Urban Based

Unit-III: Basic Strategies

1. Identification and Involvement of Poor
2. Institutions of Poor
3. Financial Mobilization
4. Livelihood Planning and Process

Unit-IV: Entrepreneurship Building

1. Entrepreneurship: Concept and Importance
2. Entrepreneurship Process: Feasibility Analysis, Value Chain, Market Analysis
3. Women Entrepreneurship
4. Selected Case Studies

Readings:

1. Amartya Sen (2000). *Development as Freedom*. New Delhi: Oxford University Press.
2. Annual Reports & Programs/Schemes of the Ministry of Rural Development/ Ministry of Urban Development/ Ministry of Housing & Urban Poverty Alleviation. New Delhi: GOI (Available on Ministry's websites: <http://www.rural.nic.in/>; <http://moud.gov.in/>; <http://mhupa.gov.in/>)
3. C.J. Collins & W.C. Lazier (1992). *Beyond Entrepreneurship*. New Jersey: Prentice Hall
4. D. Rajshekhar (2004). *Poverty: Alleviation Strategies of NGOs*. New Delhi: Concept Publishing Company.
5. Donald F. Kuratko (2011). *Entrepreneurship: An Introduction*. New Delhi: Cengage Learning.
6. H. Y. Siddiqui (2004). *Social Development in Indian Subcontinent*. Jaipur: Rawat Publications
7. J. Boschee (2001). *The Social Enterprise Sourcebook*. Minneapolis: Northland Institute.
8. J. Dreze & Amartya Sen. (1989). *Hunger and Public Action*. Oxford: Oxford University Press
9. Katar Singh (2009). *Rural Development: Principles, Policies & Management* (3rd ed.). New Delhi: Sage Publications.
10. Krishna Sumi (200). *Women's Livelihood Rights: Recasting Citizenship for Development*. New Delhi: Sage Publications

11. Mahbub ul Haq. (1976). *The Poverty Curtain: Choices for the Third World*. New York: Columbia University Press.
12. P. Sainath. (1996). *Everybody loves a good draught: Stories from India's Poorest Districts*. New Delhi: Penguin Books India.
13. Ruth Lister (2004). *Poverty*. Cambridge: Polity Press.
14. Satish Taneja and S.L. Gupta (2010). *Entrepreneur Development*. New Delhi: Himalaya Publishing House.
15. Satish Taneja and S.L. Gupta (2nd Eds., 2005). *Entrepreneur Development: New Venture Creation*. New Delhi: Ashok Galgotia Publishing.
16. Vasant Desai (2008). *Small Scale Industries and Entrepreneurship*. New Delhi: Himalaya Publishing House.
17. Vasant Desai (2012). *The Dynamics of Entrepreneurial Development and Management*. New Delhi: Himalaya Publishing House.

Paper 21: Social Legislation

100 Marks/30 Lectures/2 Credits

Objectives/Expected Learning:

1. To understand legal system in India and appreciate importance of law for social work
2. To understand social legislations and their applicability

Unit-I: Social Legislations and Social Work

1. Social Legislation: Concept, Types and Scope
2. Social Defense
3. Legal Aid Services
4. Social Work and Law

Unit-II: Personal Laws

1. The Prohibition of Child Marriage Act, 2006
2. Marriage and Divorce
3. Inheritance
4. Adoption

Unit-III: Social Legislations-I

1. The Dowry Prohibition Act, 1961
2. The Commission for Protection of Child Rights Act, 2005
3. The Protection of Women from Domestic Violence Act, 2005
4. The Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013

Unit-IV: Social Legislations- II

1. The SC/ST (Prevention of Atrocities) Act, 1989
2. The Consumer Protection Act, 1986
3. The Right to Information Act, 2005
4. The National Food Security Act, 2013

Readings:

1. Bare Acts.
2. Basu, D. D. (2004). *Introduction to the Constitution of India*. Agra: Wadhwa and Company Law Publishers.
3. GOI. Ministry of Law and Justice, Legislative Department. New: Government of India. <http://lawmin.nic.in/legis.htm>
4. K.D. Gangrade (2011). *Social Legislations in India*. Vol. 1 & 2. Delhi: Concept Publication
5. Kalpana Kannabirān (2012). *Tools of Justice: Non-Discrimination and the Indian Constitution*. New Delhi: Routledge India.
6. Khan Noor Ephroz (2003). *Women and Law: Muslim Personal Law Perspective*. Jaipur: Rawat.
7. Padhy, Prafulla (Ed.) (2006). *Social Legislation and Crime*. New Delhi: Isha Books.
8. Upendra Baxi (2012). *The Future of Human Rights*. 3rd Ed. New Delhi: Oxford University Press.
9. Velayutham, K.S. (1998). *Social Legislation and Social Change*. Chennai: Vazhgavalamudan Publishers.

6. APPENDICES

Appendix 6.1: Undertaking

UNDERTAKING

I, Mr/Msson/daughter of Mr/Mrs, seeking admission to Master of Social Work (MSW) course at Department of Social Work, Maulana Azad National Urdu University, Hyderabad have carefully read the undertaking given below that is necessary for pursuing MSW course:

1. That 75% attendance in theory classes is compulsory.
2. That in case of absence for one month (constantly), the name will be removed from the attendance register.
3. That 100% attendance in field work is compulsory and only 10% compensatory leave from field work will be permitted on genuine grounds that too with prior permission from the Head of Department on the recommendation of the concerned Field Work Supervisor. The leave so granted has to be compensated by doing the additional compensatory field work.
4. That no relaxation in terms of concurrent fieldwork hours and distance (Residence/Hostel to field work agency) to be covered will be entertained.
5. That request in terms of field placement under specific faculty, in specific field work agency and with specific co-workers will not be entertained.
6. That any kind of pursuance for seeking preferences / changing field work agency shall evoke strict disciplinary action.
7. That no security or any kind of special protection/guarding will be requested while going for the fieldwork.
8. That there shall not be any claim for the expenditure incurred in reaching the field work agency or in doing the field work or approaching the clients and like. It shall have to be met by the students themselves. The department would not provide any financial support, whatsoever, for this.
9. That strict punctuality will be followed in reporting to fieldwork agency, submission of fieldwork reports and attending Individual Conference and Field Work Seminars.

I, Mr./Ms.....further affirmed that I have read the above instructions and agreed to abide by the same.

(Signature of the Student)

Name:

Class:

I, Mr./Ms.....Parent/Guardian of Mr./Ms.....have also gone through the above instructions and agree to ensure that my ward will abide by the above instructions which are necessary for the successful completion of the MSW course.

(Signature of Parent/Guardian)

Name in Full:

Address with Phone No:

Appendix 6.2: Memo

MEMO

Ms. /Mr. student of Master of Social Work (MSW) semester, Roll No. has been found to be irregular in Fieldwork/Individual Conference/Fieldwork Presentation/Skill Lab from to Your conduct and performance fall short of the minimum requirements of the field work practicum. This can affect your fieldwork evaluation.

Please note that students failing in their fieldwork examination are not allowed to appear in the theory papers/semester examination. You may contact your individual fieldwork supervisor for necessary action.

(Fieldwork Supervisor)

(Fieldwork Coordinator)

(Head)

Appendix 6.3: Log Sheet

Field Work Log Sheet No.....

Name of the student:

Name of the Agency:

Name of the Faculty Supervisor:

Name of the Agency Supervisor:

Day 1

Date:
leaving:

Time of reporting:

Time of

Brief Account of Activities done:

Signature of the Student
Supervisor

Signature of Agency

Day 2

Date:
leaving:

Time of reporting:

Time of

Brief Account of Activities done:

Signature of the Student
Supervisor

Signature of the Agency

Individual Conference

Date:

Day:

Time:

Signature of the Student
Supervisor

Signature of the Faculty

Total No. of Hours Spent in Previous Week:

Total No. of Hours Spent in Current Week:

Total No. of Hours Spent:

Signature of the Faculty Supervisor:

Appendix 6.4: Field Work Evaluation Summary

FIELD WORK SELF EVALUATION PROFORMA

NAME OF THE AGENCY:

NUMBER OF FIELD WORK DAYS SCHEDULED : ATTENDED :

NUMBER OF INDIVIDUAL CONFERENCE SCHEDULED : ATTENDED :

NUMBER OF FIELD WORK SEMINARS SCHEDULED : ATTENDED :

NUMBER OF SKILL LAB SCHEDULED : ATTENDED :

PROGRAMME AND ACTIVITIES CARRIED OUT:

SOCIAL WORK KNOWLEDGE LEARNED AND APPLIED IN FIELD:

SHORT COMINGS:

NAME OF THE FACULTY SUPERVISOR
SIGNATURE
DATE

NAME OF STUDENT
SIGNATURE
DATE

Appendix 6.5: Undertaking for Study Tour/Camp

UNDERTAKING FOR STUDY TOUR

I, Mr./Msson/daughter of Mr./Ms student of Master of Social Work final year of Maulana Azad National Urdu University, Hyderabad hereby declare that:

1. I shall maintain discipline, punctuality and commitment during the Study Tour and shall be forthcoming in all activities of the Study Tour including the to and fro travel/journey of the Study Tour.
2. Team spirit is important for the Study Tour and I shall not indulge in any activity which affects the team spirit and goes against the rules and regulations.
3. I shall cooperate with all team members, fellow classmates, teachers and staff of the collaborating agency.
4. I shall respect and appreciate the cultural diversity of the groups/communities with whom the Study Tour would be undertaken and shall accordingly adjust and accommodate with the facilities and services provided.
5. I shall not request for any kind of special treatment during the field trips as also other activities planned during the Study Tour.
6. I shall not participate or abide in any activity in conflict with the spirit of the Study Tour; and if so this happens, I shall be liable to disciplinary action even amounting to suspension and rustication.
7. The university will not be liable for any damage/charges nor is bound to bear the treatment expenses on account of any type of injury whatever reason may be during this period. However the college will try to provide first Aid/Medical facility as per the situation.
8. That I am medically fit and do not suffer from any chronic disease.(Specify if any.....)
9. I have informed my parents/guardian about the Study Tour, its duration and activities; and also about the code of conduct expected of me during the Study Tour.

I, Mr. /Ms.....have read the above undertaking carefully and resolve to abide by the same.

In case of Emergency

Name of Person to be contacted:

Contact No.: Mobile:.....

Telephone No:

Blood Group of Student:

Name and Roll No. of Student:

(Signature of the Student)