

NORTH MAHARASHTRA UNIVERSITY
JALGAON
COURSE CONTENT FOR BACHELOR OF SOCIAL WORK DEGREE
(B.S.W.) COURSE

The Bachelor of Social Work (B.S.W.) is of three year Degree Course designed to prepare and help students to acquire theoretical insights and skills for the effective field experience in Social Welfare and Social Services. The B.S.W. is the first professional degree, and therefore, a substantial portion of the basic courses has to be completed at this level which provides students with the basic knowledge in social sciences, better understanding of methods and skills of working with people and provides necessary experience in the application of theoretical knowledge to the field of human relations.

Duration of the Course :

Three Years Integrated Programme
from July to April every year
(as per University Rules)

Eligibility for Admission :

Applicants to the B.S.W. Course should have passed the Higher Secondary School Certificate (H.S.C.) examination or equivalent examination of a recognised University or Board.

Selection Procedure :

The candidates to be enrolled for the B.S.W. Course will be selected on the basis of their interest, aptitude and liking for Social Work. Through personal interviews of candidates as part of the selection procedure concerned by the College/Institute.

Medium of Instruction :

Medium of instruction for the B.S.W. Course shall be both English and Marathi and thus, the candidate will have an option to write their answer-books in English or in Marathi.

STRUCTURE OF THE B.S.W. COURSE :

A student for the B.S.W. Course shall study Five Theory subjects and field work in the First year, Six Theory subjects and field work, Research dissertation in the third year consisting of 100 marks each.

(A) Subjects related to English Language :

B.S.W. students will have an opportunity to learn English as a language subject to gain the basic knowledge of grammar, reading, writing and speaking the language. Similarly

the language (English) subject will also prepare students in understanding general aspects of writing letters, applications, preparing proposals, reports etc.

(B) Subjects related to Social Sciences and the problems of the society :

The basic information on the Social Structure of our society, Social problems related to urban, rural and tribal society will be provided through Sociology at the BSW-Ist and BSW-IIInd year levels. The subject on Sociology will provide the students with a historical perspectives of man and society through which they will be given a preliminary understanding of the problems of social change encountered at the individual, group, community and Societal levels.

The attempts will equally be made to provide the students with the basic understanding and information on the behavioural aspects of human beings such as motivation, learning, emotional growth through Psychology of behaviour and Social Psychology.

(C) Subjects related to the Profession of Social Work and Methods of Social Work Practice :

The basic professional courses like 'Introduction to Social Work' 'Methods of Social Work' have been mainly designed to make the students familiar with the concepts, principles and philosophy of social work profession. The methods courses in Social Work will prepare students to develop skills and techniques of working with people at various levels such as individual, family, group and the community as a whole. The historical aspects on the development of professional practice and philosophy of social work will be integrated with the methods courses while teaching in the class and practicing in the field. However, the students of BSW will also be taught the techniques of Social Change and Social Action so that they will be able to enter into and bring about change in the Society.

(D) Subjects related to various fields of social work and modes of delivery of development and Social Welfare services :

The Courses related to various fields such as family and child welfare, Medical and Psychiatric Social Work, Labour Welfare and Industrial Relations, Criminology and Correctional Services and Urban, Rural and Tribal Community Development will provide students with the knowledge of these fields and will give them understanding of various delivery systems of providing services to the people.

COURSE CONTENT :

B.S.W. - I (Five Theory Subjects and One Field Work Subject)

- 1. English : 100 Marks
- 2. Sociology : 100 Marks
- 3. Psychology : 100 Marks
- 4. Introduction to Social Work : 100 Marks
- 5. Fields of Social Work :
 - a) Family and Child Welfare
 - b) Medical and Psychiatric Social Work : 100 Marks
- 6. Field Work : 100 Marks

=====
Total : 600 Marks

B.S.W. - II (Six Theory Subjects and One Field Work Subject)

- 1. English : 100 Marks
- 2. Sociology : 100 Marks
- 3. Psychology : 100 Marks
- 4. Research Methodology : 100 Marks
- 5. Fields of Social Work :
 - a) Labour Welfare and Personnel Management
 - b) Crime and Correctional Work : 100 Marks
- 6. Methods of Social Work Practice : (Social Case work and Social Group Work) : 100 Marks
- 7. Field Work : 100 Marks

=====
Total : 700 Marks

B.S.W. - III (Six Theory Subjects and One Field Work Subject)

- 1. English : 100 Marks
- 2. Social Welfare Policy and Planning in India : 100 Marks
- 3. Introduction to Computer communication in Social Work : 100 Marks
- 4. Management & Administration of Social Welfare & Development Services : 100 Marks
- 5. Fields of Social Work :
 - a) Urban Welfare
 - b) Rural and Tribal Welfare : 100 Marks
- 6. Methods of Social Work practice (Community Organisation and Social Action) : 100 Marks
- 7. Field Work : 100 Marks
- 8. Research Dissertation : 100 Marks

=====
Total : 800 Marks

Grand Total : BSW-I : 600 Marks
BSW-II : 700 Marks
BSW-III : 800 Marks
.....
Total : 2100 Marks
.....

FIELD WORK :

The nature of the B.S.W. course is such that every student is required to practice Social Work at the field level by exposing himself to the existing realities of human life. Every student will therefore be required to get himself well acquainted with various aspects of human society.

1. Field Work will be practiced every year of the BSW course and each student will be required to do 8 to 10 hours of field work during the week each year as under :

- BSW-I - 8 hours per week (two days a week)
- BSW-II - 10 hours per week (two days a week)
- BSW-III - 10 hours per week (two days a week) plus 1 hour Computer work.

2. Field work will begin from the beginning of each year and will continue till end of the academic year before the commencement of final examination.

3. Field work of each student will be internally evaluated by the teacher concerned every year and the marks obtained by each student will be submitted to the University Office before the commencement of final examination each year.

4. In order to operate field work of BSW students through various agencies, welfare institutions, schools, hospitals and various areas of urban, rural and tribal nature from the first year till end of the third year of the course, each teacher from the concerned training Institute will be assigned a group of 5 students each year for field work. Every teacher will guide, lead, help and supervise the work done by his group of students, assess their field work reports, research dissertation (if any) and provide necessary opportunities to students for field learning.

FIELD WORK COMPONENTS :

B.S.W. - I (8 hours a week during two days)

- Observation visits :
- (8 hours a week during two days)
 - A. Selection of various types of agencies for observation visits.
 - Contacts with agencies.
 - Briefing students for observation visits, discussions and report writing on such visits.
 - Identifying the villages to be visited.
 - Asking students for village visits in order to give them idea about various aspects of village life.
 - Asking students to urban slums if any and giving them the idea about slum life and its problems.
- B. Men to facilitate such visits should be organised in the first year of the course.

Content of BSW-I Field Work : (100 Marks)

- | | | |
|-------------------------|----|----------|
| 1. Observation Visits | - | 20 Marks |
| 2. Village Field Camps | - | 20 Marks |
| 3. Group Paper Reading | .. | 20 Marks |
| 4. Group Discussion | - | 20 Marks |
| 5. Viva-Voce (Internal) | - | 15 Marks |
| 6. Record Keeping | - | 05 Marks |

Two Village Camps of one week each should be organised during the first year of the BSW Course.

B.S.W. - II : Concurrent Field Work : Agency Placement for Social Case Work and Group Work : (10 hours/Two days a week)

The second year is basically a stage of understanding the specific social process and acquiring skills in working with individual, families and groups. Placement may be done in various agency settings such as schools, hospitals, Industries, welfare institutions etc. through which students can get experience of working with individuals and groups.

Similarly, the students of BSW-II will be expected to understand the agency, nature, objectives, functions, staffing pattern, finance, programmes, procedures, administration and organisational structure of the Institution.

Study tour for five to seven days will be arranged for the BSW-II students as part of their field work requirement. Such a study tour will have an advanced nature of observation visits and will cover the agencies, institutions, industries and development organisations outside the district.

Students should be given understanding on report writing in Social Case Work, Group Work, Study-tours, administration and management of various agencies.

Field Work Content : (100 Marks)

- | | | |
|--|---|----------|
| 1. Field placement - concurrent field work in Social Case Work and Group Work | - | 20 Marks |
| 2. Study Tour | - | 20 Marks |
| 3. Seminars/Group Discussions | - | 20 Marks |
| 4. Management and Administration of Social Welfare and Development Services through field work | - | 20 Marks |
| 5. Viva-Voce (Internal) | - | 15 Marks |
| 6. Record Keeping | - | 05 Marks |

B.S. 101 : 20 hours in the Community and Village Camps :
(10 hours , 2 days a week)

Understanding of the field situation and getting more and more information about the structure, functions and characteristics of urban, rural and tribal communities.

Identification of needs and the problems of urban, rural and tribal communities through contacts with families, local leaders, groups, by organising various programmes such as games, recreational activities, cultural activities, health and nutrition programmes, adult education etc.

Survey work experience, getting clarity of objectives, methods of work, understanding various tools and techniques used in collection, presenting data and developing the ability to make use of research in the field.

Field Work Content : (100 Marks)

1. Field placement for Community Organisation and Social Action. - 50 Marks
2. Village Camp - 20 Marks
3. Viva-Voc (Journal) - 20 Marks
4. Record Keeping - 10 Marks

RESEARCH :

At the Bachelor's level, the expectation is to prepare students as investigators, coders and tabulators. Therefore, only those types of research should be taught to B.S. students which will give them some basic understanding of the research process. They should know the methods and techniques of constructing the questionnaire, interview schedule and conduct interviews for data collection. They should be able to tabulate data by various means such as preparing code-book, master-sheet etc. They should also be able to make simple frequency tables and work out percentages based on the information collected. Similarly, they should also be able to make simple interpretation and write small reports.

B.S. students can do the practical research either by taking individual or group research topic and complete the research dissertation in the sense at the end of third year B.S. and submit the report in a typed form to the University before the commencement of final B.S. examination.

Research Dissertation - 100 Marks.

ASSESSMENT BY EXAMINATION AND PRACTICE REQUIREMENTS :

1. There will be Internal (University) examination in all the 17 theory courses (subjects) out of 100 marks each at the end of each academic year.
2. There shall be Internal (College/Institution) assessment of field work of each student. 20 Marks will be submitted to the University by the College/Institution before the commencement of final examination every year.

3. There shall be internal Viva-Voce for the BSW-I and BSW-II before the commencement of final examinations every year and external Viva-Voce for BSW-III at the end of third year before final examination.
4. Research Dissertation shall be examined externally by the University.
5. All the external examinations will be conducted by the University and internal examinations by the College or the Institute concerned.

A.T.K.T. :-

The following A.T.K.T. rules shall apply to the B.S.W. Course:

1. B.S.W.- Ist year students will be required to pass at least in three theory courses out of five and in Field Work to get admission in the second year BSW.
2. B.S.W.- IInd year students will be required to clear all the theory courses of BSW-Ist year and pass at least in four theory courses out of six and in Field Work to get admission in the third year BSW.
3. A student failing in field work will not be allowed to appear in the final examination. A student failing in field work will be informed well in advance before the examination. In such cases the College concerned may make attempts to improve the field work of such students.

PASSING REQUIREMENTS AND AWARD OF CLASS :-

- | | |
|--------------------------|-------|
| A. Theory Courses | : 40% |
| B. Field Work | : 50% |
| C. Research Dissertation | : 50% |

Class will be awarded to a candidate by taking into account the total marks obtained by him at all the three examinations at BSW-I, BSW-II and BSW-III out of 2100 marks.

Award of Class :-

- | | |
|-----------------|---------------------------------|
| 40 to 49% Marks | : Pass Class |
| 50 to 59% Marks | : Second Class |
| 60 to 69% Marks | : First Class |
| 70% and above | : First Class with Distinction. |

.....

...8/-

BACHELOR OF SOCIAL SCIENCES (B.S.S.)

ENGLISH COURSE

SCHOOL LEAVING EXAMINATION - W.E. From June, 1995

B.S.S. - 1st Year

PAPER - 1 ENGLISH - I - (100 Marks)

1. Grammar : Learning and understanding and basic grammar in English language : Sentence, Noun, Adjective, articles, Verb, Voice (Active-Passive), Tense, Infinitive, Adverb, Participle, Auxiliaries, Prepositions, Conjunction, Punctuation etc.
2. Correct Use of Grammar :
Nouns and pronouns, adjectives, articles, verbs, adverbs, phrases, clauses, Sentences - Simple, Compound and Complex, Direct and Indirect etc.
3. Written Composition : (a) Writing Facts - Making Notes, Paragraph writing, (b) Story writing - Essay writing - Autobiographies, (c) Letter Writing, (d) Comprehension, (e) Precis writing, (f) Report Writing etc.

Books Recommended

- Prender G. Carroll Mcmillan : English for Colleges
 Wickes and Others : English Grammar, Usage and Composition.
 Croton (etc) : Essay, Precis, Composition and Comprehension.
 Wickes and Sasikumar : Writing with a Purpose
 Carey and Smit : Strengthen Your Writing.

PAPER - 2 ENGLISH SOCIOLOGY - (100 Marks)

1. The Study of Sociology :
 - a) Sociology is a Scientific discipline
 - b) Development of Sociology
 - c) Sociology for Social Workers
2. Society :
 - a) Society - Concepts of Status and Role
 - b) Society - Association and Institution
 - c) Society, Community and Nation
 - d) Characteristics of rural and urban groups
 - e) Characteristics of tribal groups

3. Culture :
 - a) Meaning, Content and Significance
 - b) Cultural processes
 - c) sub-culture and counter-culture
 - d) Ethnocentrism and cultural relativism
 - e) Culture and personality
4. Social Groups :
 - a) Nature, meaning and types of Groups
 - b) Small Group Behaviour
 - c) Peer Groups : Influence on the individual
 - d) Bureaucracy as a social system
 - e) Bureaucratization and social welfare
5. Social Stratification :
 - a) Meaning, nature and theories
 - b) Traditional class societies
 - c) Race and social structure
 - d) Caste system in India
 - e) Minority Groups - Concept, Problems and prospects.
6. Social Institutions :
 - a) Family
 - b) Marriage
 - c) Social leadership
 - d) Social mobility

Books Recommended

- | | |
|-------------------------|---|
| Bottomore T.D. | : Society, Bombay : George Allen and Unwin 1971. |
| Gisbert | : Fundamentals of Sociology, New Delhi : Orient longman Press - 1963. |
| Horton F.B. and Hunt | : Sociology, New York : MacGraw-Hill- 1968. |
| Jenson H. | : Sociology : A systematic Introduction, London : Routledge and Regan Paul, 1960. |
| MacIver R.M. and Page A | : Society, New York : Holt Rinehart and Winston - 1961. |
| Hutton J.M. | : Caste in India, London : Oxford University Press - 1963. |
| Kingsley Davis | : Human Society. |

PAPER - 3 GENERAL PSYCHOLOGY - (100 Marks)

1. Growth of Social Behaviour :
 - a) Psychology : Definition and areas
 - b) Psychology and other social sciences
 - c) Methods of psychology
 2. Child Development :
 - a) Human growth and Development
 - b) General principles of Development
 - c) Theories of Development
 - d) Development^{al} and maturational phases in child growth.
- ...10/-

3. Learning and Perception :

- a) Principles of Perception
- b) Social and cultural factors in perception and learning.
- c) Role of learning in perception

4. Motivation for Perception :

- a) Motivations : Nature and types
- b) Theories of motivations
- c) Emotional development
- d) Characteristics of Children's emotions

5. Personality and Intelligence :

- a) Nature and Definition
- b) Theories of personality
- c) Biological, social and cultural factors in personality development
- d) Intelligence : Nature and factors
- e) Intellectual growth and development

Books Recommended

James C. Coleman	: Development and Effective Behaviour
Gilmer V. L.	: Psychology
Murray G.	: Psychology
Morgan C. T. and King	: Introduction to Psychology, New York, McGraw Hill - 1979.
Kern D. L.	: Human Growth and Development of Personality Oxford : Pergamon Press - 1965.
Maslow A. H.	: Motivation and Personality, New York, Harper and Row - 1970.
John J.	: Understanding Human Motivation, New York, Collier-Macmillan - 1978.
Harlock J.	: Child Growth and Development, New York, McGraw-Hill - 1983.
Dinkar D. S.	: Child Development, New Delhi, Prentice-Hall - 1957.

8. **Part - 4 : EXERCISES TO SOCIAL WORK** - (100 Marks)
1. Meaning, Concept and scope of social work.
 2. Historical development of social work in India - before and after independence.
 3. Principles of social work.
 4. Concepts related to social work : Social services, Social Welfare services, Social Reform, Social Security & Social Work.
 5. Social work as a profession.
 6. Voluntary, Statutory and Professional social work.

Books Recommended

- Khinūka S.K. : Social Work in India, Kitab Mahal, Asia Publishing House, Bombay.
- Naia A.R. : History and Philosophy of Social Work in India, Allie's Publication, Bombay.
- Fruedlander W. : Introduction to Social Welfare, Practice Hall, New Delhi.
- Natrajan S. : Century of Social Reform in India, Asia Publishing House, Bombay.
- Shastri R.R. : Social Work Tradition in India, Welfare Forum and Research Organisation, Varanasi.
- Woodroffe K. : From Charity to Social Work, Routledge and Kegan Paul, London.

PAPER : 5 FIELDS OF SOCIAL WORK - (100 Marks)

Part I :- Family and Child Welfare

1. Family Welfare Services :
 - a) Need and significance of family welfare
 - b) Social Reforms and Family
 - c) Legislation on marriage and divorce
 - d) Marriage and family counselling centres and family Courts.
2. Child Welfare :
 - a) Need and importance of child welfare
 - b) Child, family and social environment
 - c) Child guidance clinics
 - d) Foster family care and adoption
 - e) Current child welfare programmes in India
 - f) Child Labour National Policy on Child.

Books Recommended

- Choudhary D.P. : Child Welfare Development, Rama Ram and Sons, Delhi - 1980.
- Fredrikson M. : The Child and His Welfare, Freeman, San Francisco - 1957.
- Gore P.S. : Urbanisation and Family Change, Popular Prakashan, Bombay - 1968.
- Gangrade K.D. : Social Legislation in India, Concept Publishing Co., Delhi - 1978.

Part II :- Medical and Psychiatric Social Work

1. Concept of Medical and Psychiatric Social Work.
2. Evolution of Medical and Psychiatric Social Work in India.
3. Practice of Medical and Psychiatric Social Work in different settings such as hospital, clinics, blood banks, community centres, factories, child guidance clinics, mental hospitals etc.
4. Role and functions of Medical and Psychiatric Social Workers.

Books & Compilations

- Pathak S.N. : Medical Social Work in India - Delhi School of Social Work - 1961.
- Robbins W.J. : Mental Hospitals in India and Social Work Services - Delhi School of Social Work - 1957.
- Alexander T.W. : The History of Psychiatry.
- Butterfield J. : Social Work in Medical Care.
- Stroup J. : Social Work - Introduction to the Field - American Medical Group Publ. - 1965.
- Banerjee R.R. : Reports on Social Work - I.I.S.S., Bombay - 1970.
- French L.L. : Psychiatric Social Work - Common Medical New York - 1943.
- Goldstein J. : Expanding Horizons in Medical Social Work - Chicago.

Field Work :

-- (100 marks)

1. Field Work : Concept, objectives and methods of field work.
2. Observational visits to various agencies, institutions, factories, slums, villages etc.
3. Village field camps - visits.
4. Group paper readings on field visit reports.
5. Group discussion on observational visits and village camps, and Individual Conferences.
6. Training on viva-voce - conducting small individual interviews and discussions.
7. Orientation on record keeping based on field work especially on observational visits.

PAPER - 1 ENGLISH - II

- (100 Marks)

1. Information Writing :

- a) Reading a Newspaper
- b) Reading and responding to Advertisements
- c) Note-making and Note-taking
- d) Summarising
- e) Persuading
- f) Narrating

2. Imaginative Writing :

- a) Poetry
- b) Essay
- c) Play
- d) Rapid Reading and Recitation

Books Recommended.

Allen and Martin, Revised by Prasad Das	: English Grammar and Composition
Marayan Swami	: Strengthen Your Writing
Lakoo N.L.	: English Grammar Usage and Composition.
Crofton Home	: Essay, Precis, Composition and Comprehension.

PAPER - 2 SOCIOLOGY - II

: Social Change and Indian Social Problems :- (100 Marks)

1. Social Change :

- a) Meaning, implications and trends
- b) Theories of Social Change
- c) Cultural Milieu and Social Change
- d) Unplanned and Planned Social Change
- e) Process of Social Change : Westernisation, industrialisation, urbanisation and modernisation.

2. Social Control :

3. Social Problems :

- a) Social Change, social deviation and social problems.
- b) Untouchability, casteism and communalism.
- c) Status of women and sex discrimination.
- d) Population growth and family planning.
- e) Youth activism
- f) Labour unrest
- g) Unemployment and Poverty
- h) Rural indebtedness and bonded labour.

- i) Corruption and nepotism
- j) Alcoholism and drug addiction
- k) Beggary
- l) Slavery

Books for reference

Prasad	: Indian Social Problems
W. D. D. S.	: Indian Social Problems, Allied Publishers
Prasad	: Social Change, Gandhi Cell, New Delhi.
Prasad	: History of Social Change, Knowledge and Wages, London - 1988
Prasad	: Social Change in Modern India, Allied Publishers, New Delhi - 1968.
Prasad	: Problems of Modern Society

Exam - 3 : PSYCHOLOGY - II - Social Psychology - (100 Marks)

1. Introduction :

- a) Social Psychology - Definition, Scope and methods.
- b) Social Psychology and general psychology.
- c) Social Psychology as an applied science.

2. Individual and Society :

- a) Attitudes and motives
- b) Socialisation
- c) Social adjustment

3. Structure of individual :

- a) Individual as psychological entity
- b) Social values and personal values
- c) Social attitudes
- d) Individual's formation and change

4. Group Psychology :

- a) Group Psychology
- b) Group dynamics
- c) Group leadership
- d) Group and mob behaviour
- e) Reference groups

5. Mass Communication :

- a) Mass Communication and public opinion
- b) Publicity and propaganda
- c) Public opinion

6. Experimental Psychology :

- a) Measurement of intelligence
- b) Measurement of opinion, attitude and aptitude

Books Recommended

- Kuppuswamy B. : Elements of Social Psychology, Vikas
Publi. House, Delhi - 1973.
- Kuppuswamy B. : An Introduction to Social Psychology,
Asia Publishing House, New Delhi - 1961.
- Lindzey G. and Bronson E. : Handbook of Social Psychology, Wesley
Harosa Edition - New York - 1963.
- Stogdill R.M. : Individual Behaviour and Group Achieve-
ment, Oxford University Press, New York
- 1953.
- Schramm : Mass Communication, University of
Illinois Press - Urbana - 1950.
- Sherif M. and Sheriff
C.H. : Reference Groups Harger, New York - 1964.
- Young K. : Handbook of Social Psychology, Routledge
Kegan Paul, London - 1969.

PAPER - 4. RESEARCH METHODOLOGY - (100 Marks)

1. Nature of Scientific Research - Characteristics and its importance to social situation.
2. Research Design and Methods of Social Research.
3. Sampling methods and techniques of selecting samples.
4. Methods of data collection.
5. Data processing and Analysis.
6. Report writing.

Books Recommended

- Seltize Clara : Research Methods in Social Relations.
- Wilkinson & Phandarkar : Methodology and Techniques of Social
Research.
- Young E.V. : Scientific Social Survey and
Research.
- Gopal M.H. : An Introduction to Research Proce-
dure in Social Sciences.
- Suchman : An introduction to Social Research.

PAPER - 5. FIELDS OF SOCIAL WORK : - (100 Marks)

Part - I : Labour Welfare and Personnel Management :

1. Concept, definition, nature, objectives scope and agencies of Labour Welfare.
2. Impact of industrialisation on working conditions of workers.
3. Approaches to Labour Welfare : Philanthropic, legalistic utilitarian, humanitarian and domestic approaches.
4. Aspects of Labour Welfare :
 - a) Wellbeing of worker and his family
 - b) Health and hygiene
 - c) Safety and social security
 - d) Recreation and welfare amenities
 - e) Workers education
 - f) Housing, township and workers co-operatives.

5. Haber shtra: Labour Welfare - care and its contribution to the wellbeing of working class.
6. Definition and scope of Personnel Management.
7. Personnel Department - Structure and functions.
8. Personnel policy and manpower planning: Assessment of manpower needs, techniques of manpower planning.
9. Employment: Recruitment (sources and types), selection, induction, promotion, transfer and retirement and performance appraisal.

Books Recommended

- Forkins A. J. : Handbook of Industrial Welfare, Pitman and Sons, London.
- Cois T.V. : Labour Welfare, Gompa Publications Pvt. Ltd., Bombay.
- Kudcheler L.V. : Aspects of Personnel Management and Industrial Relations - 2nd ed. MacGraw Hill Publishing Co. Ltd., New Delhi.
- Bongio A. : Problems in Indian Labour and Social Welfare - 2nd ed. Ram and Sons - Delhi.
- Saha S.K. : Aspects of Labour Welfare and Social Security, Himalay Publication House, Bombay.
- Vaid K.M. : Labour Welfare in India, Sri Ram Centre, New Delhi.
- Garr B. and Hill : Industrial Society and Social Welfare, Macmillan Press, New York.

Part - II : Crime and Correctional Services :

1. Crime and Delinquency :
 - a) Crime: meaning, nature and extent.
 - b) Theories of criminal behaviour
 - c) Characteristics of crime-doers
 - d) Crime - victims and their problems
 - e) Law and services.
2. Juvenile Delinquency :
 - a) Meaning, nature and extent
 - b) Causes of juvenile delinquency
 - c) Characteristics of juvenile delinquency
 - d) Social intervention - Law - services and voluntary action.
3. Correctional Services :
 - a) Prevention of crime and rehabilitation of offenders
 - b) Prevention of juvenile delinquency and services for the social reclamation of delinquents.

Books Recommended

- Mukharji S.K. : Administration of Juvenile Correctional Institutions, Sterling Publications, New Delhi.
- Barnes H.E. and Teeters M.K. : New Horizons in Criminology, Prentice Hall, New Delhi.
- Cohen A.K. : Deviance and Control, Prentice Hall, New Delhi.
- Elliott L.A. and Merrill : Social Disorganisation, Harper and Brothers, New York - 1963.
- Sutherland E.H. and Cressey D.R. : Principles of Criminology, The Times of India, Bombay - 1958.
- Venugopal R. : Crime in our Society, Vikas Publication, New Delhi - 1983.
- Sykes G.M. : Criminology, Harcourt Brace Jovanich New York - 1978.

PAPER - 6 Methods of Social Work Practice : (Social Case Work and Social Group Work) - (100 Marks)

1. Definition of Social Case Work (Working with Individual)
2. Components of Social Case Work : Person (Individual and environment), Problem - Needs and situation, Process - Study - Analysis and plan of action for treatment, Place - agency, settings.
3. Principles of Social Case Work.
4. Techniques of working with Individuals (Case Work) Interview-discussion, Home visits - contacts, Preventive curative - promotive and rehabilitative services in Case Work.
5. Definition of Social Group Work (Working with Groups)
6. Group behaviour, group needs and problems.
7. Techniques of working with different groups. Group discussion, Group meetings, Group activities and Group actions etc.
8. Report writing : Importance and types of writing Reports in Social Case Work and Group Work.

Books Recommended

- Hamilton S.H. : Theory and Practice of Social Case Work, Columbia University Press, New York.
- Helen Ferlman : Social Case Work
- Mohras V.C. : Understanding Social Case Work.
- Dubey S.H. : Case Records.
- Banerjee G. : Papers in Social Case Work.
- Fathak S.M. : Records in Social Case Work.
- Tracker : Social Group Work - Principles and Practices.
- Konopka G. : Social Group Work - a helping process.
- Helen Northen : Social work with Groups.

FIELD WORK:

(100 Marks)

1. Concurrent field work in Social Case Work and Group Work.
2. Study tour.
3. Seminars/groups discussions based on field work in study tour.
4. Studying the management and administrative aspects of field work in social.
5. Fr. selection on individual unit reviews for viva-voce.
6. Report writing on field work in study tour.

* U.S.J. ... Year *

PAPER - 2 Social Welfare Policy and Planning in India (100 Marks)

1. Concept and objectives of Social Policy.
2. Various policies related to Social Welfare Programmes in India : a) Child Welfare Policy b) Women Welfare Policy c) Policies related to socially and physically handicapped.
3. Concept and objectives of Social Planning.
4. Various Social Welfare Programmes under different five year plans in India.

Books & references

Gain R.K.
Kulkarni S.D.
Gopal K. ...
Raj ...
Pittel ...
Govt. of India.
Govt. Publications

- : Social Welfare Administration.
- : Social Policy in India.
- : Child Welfare in Maharashtra.
- : Family Welfare programmes : A statement of policy.
- : Plans and Prospects of Social Welfare.
- : Publications related to social policies and programmes.
- : Various Social Welfare Policies and Publications U.S. Govt. of India and Maharashtra.

PAPER - 3 Introduction to Computer & Communication in Social Work (100 Marks)

Part I : Introduction to Computer

1. Introduction to Computer & types of Computer
2. Use of Computer
3. Programming - algorithms & flow charts, basic statement or commands in programming
4. Packages - Lotus, Word-star, Dbase.
5. Concept of array & hierarchical
6. Wild & file promotion.

Part - II :

1. Concept and objectives of Communication.
2. Channels of Communication :
 - a) Classification of channels,
 - b) Selection of communication channels in Social work.
3. Feedback in Communication :
 - a) Communicator-Communicated relationship,
 - b) Process of feedback,
 - c) Effects of feedback in communication.
4. Methods and usage of Communication in Social work practice.

Books Recommended

Danama G.P.	: Education and Communication for Development.
Thomas V.	: Modern Communication.
Fleur D.	: Theories of Mass Communication.
Klepper	: Effects of Mass Communication.

PAPER - 4 Management and Administration of Social Welfare and Development Services : - (100 Marks)

1. Concept of Social Welfare & history of Social Welfare in India.
2. Nature, characteristics and functions of Welfare Institutions.
3. Concept and objectives of Development Organisations.
4. Administrative aspects of welfare institutions and development organisations : Office policy, procedures and practices; Staff recruitment, staff development, staff supervision, budgeting and accounting.
5. Registration of Welfare/Development organisations under :
 - a) Society's Registration Act, 1860 and
 - b) Bombay Public Trust Act, 1950.
6. Management of Welfare and Development organisations :
 - a) Managing Committee,
 - b) Role and functions of Office Bearers etc.

Books Recommended

Choudhary D. Paul	: Social Welfare Administration
Choudhary D. Paul	: Voluntary Social Welfare in India
Mukharjee S.K.	: Administration of Juvenile Correctional Institutions.
Zaid M.N.	: Social Welfare Institutions.
Jagannathan V.	: Social Welfare Organisations.
Dubey S.N.	: Administration of Social Welfare Programmes in India.
Govt. Publication	: Society's Registration Act, 1860.
Govt. Publication	: Bombay Public Trust Act, 1950.

PAPER - 5 Fields of Social Work (100 Marks)

Part I : Urban Welfare

1. Indian Societies :- Urban, Rural and Tribal Characteristics and importance.
2. Urban Society and problems of urbanisation.
3. Concepts and problems of slums and slum improvement programmes.
4. Problems of employed women and Urban housewife and services welfare.
5. Problems of Prostitution and their relief.
6. Urban housing schemes and programmes.
7. Urban health programmes.

Part II : Rural and Tribal Welfare :

1. Rural Problems - Poverty, housing, health education and unemployment.
2. Problems of Rural and Tribal women.
3. Rural leadership and role of leadership in rural welfare.
4. Rural welfare organisations : Youth Panels, Mobile Clinics, Voluntary and Govt. organisations.
5. Basic needs and problems of tribal Communities - Formal education, health hygiene, family life, family relationship, marriage, employment, bonded labour, indebtedness.
6. Concepts of tribal welfare and welfare services for tribals; such as education, health, vocational guidance.
7. Role of formal and informal organisations in the development of welfare services for tribal communities.

Books Recommended

MacIver R.L.	: Theory, Philosophy of social Work
Mohan S.S.	: Indian Social Problems
Mukherjee S.	: Community Development in India.
Das P.C.	: Scheme for Tribal Welfare in Applied Anthropology in India.
Sube S.C.	: Approaches to tribal problems in India.
Kulkarni I.G.	: Problems of Tribal Development.
Wrigley	: Urban Sociology
Low Turner	: Indian Urban Pattern.

PAPER - 5 Fields of Social Work Practice (Community Organisation and Social Action) - (100 Marks)

1. Concepts of Community.
2. Community organisation and community development : Concepts and objectives.
3. Principles of Community organisation.

4. Steps in Community Organisation.
5. Methods and techniques of organising people.
6. Social Action - concepts and objectives.
7. Social Action and Social Change - Methods and techniques of Social Action.
8. Conflict management.

Books Recommended

Murray Ross	: Community Organisation - Principles and Practice.
Friedlander	: Concepts and Methods of Social Work
Gangrade K.D.	: Community Organisation in India.
Das Gupta S.	: Social Work Social Change.
Tarlok Sing	: Poverty and Social Change.

Field Work : - (100 Marks)

1. Field placement for Community organisation and Social Action - Field work in urban slums or rural placement.
2. Village Camps - Nature and Importance.
3. Practice on Viva-Voce.
4. Practice on Report Writing.

Research Dissertation : - (100 Marks)

-----X-----