SEMESTER I

CORE COURSE: INTRODUCTION TO SOCIAL WORK CORE

COURSE CODE: 24USS401

Contact Hours/Week: 04 **Credits: 04**

Internal Mark: 25 **External Mark: 75**

COURES OUTCOMES:

Unit No.	CO. No.	Upon Completion of this Course the Students will be able to	Cognitive Level
UNIT – 1	**CO1**	Comprehend the Meaning, Definition, Basic Assumptions, Objectives, Philosophy, Ethics, and Principles of social work	**K1 – K4**
UNIT – 2	**CO2**	Appreciate Social Work as a Profession.	**K1 – K4**
UNIT – 3	**CO3**	Define, recall, explain, demonstrate and outline, the basic concepts of Social Work.	**K1 – K4**
UNIT – 4	**CO4**	Distinguish and examine the history and development of Social Work as a Profession.	**K1 – K4**
UNIT – 5	**CO5**	Apply the methods of Social Work in the various fields of Social Work practice.	**K1 – K4**

K1 – Remember; **K2** – Understand; **K3** – Apply; **K4** – Analyze;

SYLLABUS

Unit - I

Basic concepts related to Social Work: Social Work, Social Service, Social Welfare, Social Reform, Social Justice, Social Security, Social Policy, Social Defence, Social Development, Human Rights, Social Legislation, and Social Administration

Unit – II

Social Work: Meaning, Definitions, Basic Assumptions, Scope, Objectives, and Functions and Methods.

Unit III

History and Development of Social Work: Development of Social Work – USA, UK, India.

Unit IV

Methods of Social Work: Meaning, Definition, Objectives & Principles of - Social Case Work, Social Group Work, Community Organization, Social Work Research, Social Welfare Administration and Social Action

Unit – V

Welfare State: Concept; role of state and voluntary agencies in the field of social welfare; Fields of social work-Family service, Child welfare services, Welfare services for differently abled, Women welfare, Labour welfare, Medical Social work, Correctional services.

Text Books

Unit I – V – Mishra. P.D, *Social work philosophy &Methods*, InterIndia Publication

Reference Books

David Howe, *An Introduction to Social Work Theory* (community care practice Handbook), Routledge

CORE COURSE: FAMILY AND CHILD WELFARE

COURSE CODE: 24USS402

Contact Hours/Week: 04 **Credits: 03**

Internal Mark: 25 **External Mark: 75**

COURES OUTCOMES:

Unit No.	CO. No.	Upon Completion of this Course the Students will be able to	Cognitive Level
UNIT – 1	**CO1**	Discuss the history and trends in Family and Child Welfare	**K1 – K4**
UNIT – 2	**CO2**	Inform the students about the problems of children.	**K1 – K4**
UNIT – 3	**CO3**	Enlighten the students on family planning.	**K1 – K4**
UNIT – 4	**CO4**	Analyze, engage and develop strategies for implementing programme policies, and to Intervene with Individuals, Families, Groups, Communities, and Organisations	**K1 – K4**
UNIT – 5	**CO5**	Recognize the skills needed for effective practice of Social Work in Family and Child welfare settings.	**K1 – K4**

K1 – Remember; **K2** – Understand; **K3** – Apply; **K4** – Analyze;

SYLLABUS

UNIT I: Family: meaning, philosophy, and child welfare- National child welfare policy in India

UNIT II: Problems of children: child abuse, child labour, street children- female infanticide, girl children.

UNIT III: Family welfare planning: programme and methods of family planning.

UNIT IV: Family and child welfare services: role of government- central and state.

UNIT V: Role of voluntary agencies in family and child welfare services: Institutional and Non-Intuitional services, national and international organisations working for children.

Text Books

1. Unit I, III, IV - Devi, L, *Encyclopaedia of Child and Family Welfare*. New Delhi: Institute for Sustainable Development, Lucknow and Anmol publication.

2. Unit II, V - Daridson, F, & Gornicki B, *Care of Children in day centers*. Geneva: W.H.O.

Reference

1. Gokkale, S.D. &Lohani N.K. *Child in India. Bombay*: Lomaria Publication
2. Beedell, C. *Residential life with children*. Taylor & Francis

E-resources

- http://ecoursesonline.iasri.res.in/course/view.php?id=198
- https://ddceutkal.ac.in/Syllabus/MSW/Paper-16.pdf
- https://www.studocu.com/in/document/masinde-muliro-university-of-science-and-technology/children-and-youth-literature/child-welfare-programme

SEMESTER II

CORE COURSE: METHODS AND FIELDS OF SOCIALWORK
COURSE CODE: 24USS403

Contact Hours/Week: 04 **Credits: 04**

Internal Mark: 25 **External Mark: 75**

Course Outcomes:

Unit No.	CO. No.	Upon Completion of this Course the Students will be able to	Cognitive Level
UNIT-I	**CO1**	Understand the primary and secondary methods of social work practice and their relevance in different contexts.	K1 – K4
UNIT-II	**CO2**	Develop skills to apply the principles and objectives of casework, group work, and community organization effectively.	K1 – K4
UNIT-III	**CO3**	Gain insight into administrative processes in social welfare and their impact on organizational functioning.	K1 – K4
UNIT-IV	**CO4**	Explore the significance of social action and research in advancing social work practice.	K1 – K4
UNIT-V	**CO5**	Learn to apply social work methods in diverse fields like health, family, education, labour welfare, and correctional settings.	K1 – K4

K1 – Remember; **K2** – Understand; **K3** – Apply; **K4** – Analyze

Unit-I: Primary Methods of Social Work I: Social Case Work Definition, Objectives, Scope, Principles and Role of the Case Worker. Social Group Work Definition, Objectives, Scope, Principles and Role of the Group Worker.

Unit-II: Primary Methods of Social Work II: Community Organization - Definition, Objectives, Scope, Principles and Role of the Community Organizer.

Unit-III: Secondary Methods of Social Work I: Social Welfare Administration Understanding administrative process, procedures and functioning of organizations.

Unit-IV: Secondary Methods of Social Work II: Social Action Importance and its relation to social work practice. Social Work Research Objectives and Scope Definition.

Unit-V: Fields of Social Work Practice: Health Settings, Family Settings - (Children, Youth and Elderly) Educational Settings, Industrial Settings/ Labour welfare, Correctional Settings.

Text Books

1. "Research Methods in Social Work" by Allen Rubin and Earl Babbie, 2022 Edition.
2. "Fields of Social Work Practice" by Manohar Pawar and David Cox, 2021 Edition.
3. "Social Welfare Administration" by Goel and Jain, 2020 Edition, Deep &

Deep Publications.

4. “Social Work: Philosophy and Methods” by P.T. Mishra, Latest Edition.
5. “Social Case Work: Principles and Practices” by Grace Mathew, Latest Edition, Tata Institute of Social Sciences.

E-References

1. National Association of Social Workers (NASW): www.socialworkers.org
2. International Federation of Social Workers (IFSW): www.ifsw.org
3. Social Work Policy Institute: www.socialworkpolicy.org

FIELD WORK PRACTICUM-I

COURSE CODE: 24USW551

Contact Hours/Week: 04 **Credits: 04**

Internal Mark: 40 **External Mark: 60**

SYLLABUS
Observation Visits to Different Fields of Social Work.

Orientation/ Observation Visits: A detailed instruction about fieldwork, objectives importance of fieldwork. Orientation provides information regarding (1) the importance and place of the practice in social work education and (2) the purpose, functions, and ethics in professional practice. The purpose of the observation visits is to acquire skills of systematic observation and to develop a spirit of inquiry; to understand society's response to social problems through various services, understand and appreciate, to develop the ability to evaluate the initiative of voluntary and government programmes critically, and to develop an appreciation of social work intervention in these programmes.

No. of visits: 10 Duration: 10 Days

Mandatory Requirements

1. Social work trainees should submit an observation visit report to the concerned faculty supervisor on the very next day of each visit.

2. Geo-tag photos need to be enclosed.

The Following Settings are suggested:

1. Organization for rehabilitation of persons with disability.

2. De-addition and de-toxification Centres

3. Home for Parentless Children and destitute homes.

4. Approved schools.

5. Psychiatric settings.
6. Slum visit & village visit.

7. General hospitals

8. Observation Homes & Protective Homes { if Permission Granted.

9. Homes for mental retardation / spastic society.

10. Organizations work for the upliftment of worker sections.

Textbook References:

1. "Direct Social Work Practice: Theory and Skills" by Dean H. Hepworth, Ronald H. Rooney, and Glenda Dewberry Rooney

2. "Theoretical Perspectives for Direct Social Work Practice: A Generalist-Eclectic Approach" by Peter Lehmann and Nick Coady

3. "Social Work Skills for Beginning Direct Practice: Text, Workbook, and Interactive Web Based Case Studies" by Linda K. Cummins, Judith A. Sevel, and Laura Pedrick

Reference Books:

1. "Social Work: An Empowering Profession" by Brenda DuBois and Karla Miley
2. "The Social Work Practicum: A Guide and Workbook for Students" by Cynthia Garthwait
3. "Generalist Social Work Practice: An Empowering Approach" by Karla Krogsrud Miley, Michael W. O'Melia, and Brenda DuBois

SEMESTER III

CORE COURSE: SOCIAL WELFARE ADMINISTRATION

COURSE CODE: 24USS404

Contact Hours/Week: 05 **Internal Mark: 25**

Credits: 04 **External Mark: 75**

COURES OUTCOMES:

UNIT – 1	**CO1**	To understand the meaning, nature, principles, and historical evolution of Social Welfare Administration as a method of social work.	**K1 – K4**
UNIT – 2	**CO2**	To identify and explain key administrative elements including planning, policy making, organizing, staffing, coordination, public relations, and budgeting.	**K1 – K4**
UNIT – 3	**CO3**	To analyze the structure and functioning of Central and State Social Welfare Boards and their programs.	**K1 – K4**
UNIT – 4	**CO4**	To interpret the legal procedures for registering organizations under relevant acts and explain tax exemptions available for NGOs.	**K1 – K4**
UNIT – 5	**CO5**	**To evaluate** the composition and functions of ministries involved in social welfare at the central level, including their schemes and initiatives.	**K1 – K4**

K1 – Remember; **K2** – Understand; **K3** – Apply; **K4** – Analyze;

SYLLABUS

UNIT I: Introduction to Social Welfare Administration: Social Welfare Administration – Meaning, Definition, Principles, Nature, and Evolution of Social Welfare Administration in India. Social Welfare, Social Welfare Administration as a Method of Social Work.

UNIT II: Elements of Administration: Meaning and Definition of the elements of Administration. Planning and Policy Making – role. Organising – functions. Staffing – Process. Co-ordination – Principles. Committees – types, Public Relations – Importance. Budgeting – Purpose, Principles.

UNIT III: Government and Non-Government Organisation: Function and Programmes of Central Social Welfare Board. Function and Project of State Social Welfare Board.

UNIT IV: Legislations related to Registration of an Organisation: Need and Importance of Registering an Organisation. Societies Registration Act, Tamil Nadu Societies Registration Act, Indian Trust Act, Companies Act, Tax Exemption – 80G, 80GGA,80 GGB, 80 GGC

UNIT V: Social Welfare Administration at Various Level: Compositional and Functions of Ministry of Social Justice and Empowerment; Ministry of Tribal Affairs; Ministry of Women and Child Development, Ministry of Rural Development, Ministry of Health and Family Welfare.

Text Books:

- **UNIT I-IV** - D.R. Sachdeva (2022), *Social Welfare Administration in India*, Kitab Mahal
- **UNIT V** - S.L. Goel & R.K. Jain (2020), *Social Welfare Administration: Theory and Practice*, Deep & Deep Publications.

E-References

- https://epgp.inflibnet.ac.in/epgpdata/uploads/epgp_content/social_work_education/social_welfare_&_devel opment_administration/07._functions_of_administration/et/6069_et_et.pdf
- https://en.wikipedia.org/wiki/Non-governmental_organization
- https://en.wikipedia.org/wiki/Societies_Registration_Act,_1860

COURSE PRACTICE: FIELD WORK PRACTICUM II
COURSE CODE: 24USW552

Contact Hours/Week: 04 **Internal Mark: 40**
Credits: 02 **External Mark: 60**

Course Overview

This course provides students with experiential learning opportunities through the organization and participation in a seven-day social work camp in a rural or tribal area**.** Additionally, a study tour will be arranged to expose students to various social work agencies and practice settings. Before the main field activities, students will undergo proper orientation and a pilot study, helping them to gain contextual awareness and preparation. Post-camp and study tour, students are required to submit comprehensive reports documenting their experiences and learning outcomes

INTRODUCTION:

Students will be provided with an opportunity of arranging a seven-day social work camp in a rural/tribal area. A study tour program is to be arranged to help the students to learn and compare the functioning of various agencies/settings of social work practice. Students to be given proper orientation and pilot study experience prior to the camp. Students are expected to write and submit detailed reports of their activities during their camp and Observation remarks of their visits during the study tour program.

OBJECTIVES:

- To make students understand people and learn their culture
- To facilitate students understanding of Similarities and Differences.
- To allow the students to explore their talents and identify their area of interest

GUIDELINES FOR FIELD WORK

EVALUATION:

1. Attendance in field work
2. Regularity in submitting reports
3. Participation in Rural Camp/Study Tour

EXTERNAL EVALUATION AND VIVA

I. Reporting

II. Viva

1. Theoretical Knowledge -

2. Communication and Presentation -

3. Individual participation and Initiative in Rural Camp/Study Tour

REFERENCES:

1. Singh, R.R. (1985) Field work in Social Work Education

2. Dr.B.T. Lawani, 2002, Social Work Education & Field Instructions, Centre for Social Research and development, Pune.

3. I.S. Subhedar, 2009, Field Work Training in Social Work, Rawat Publications, Jaipur.

SEMESTER- IV

CORE COURSE: INDUSTRIAL PSYCHOLOGY

COURSE CODE: 24USS405

Contact Hours/Week: 05 **Internal Mark: 25**

Credits: 04 **External Mark: 75**

Course Outcomes:

Unit No.	CO. No.	Upon Completion of this Course the Students will be able to	Cognitive Level
Unit-I	**CO1**	To understand the foundations, development, relevance, and research methods of Industrial Psychology.	K1 – K3
Unit-II	**CO2**	To gain knowledge of personnel processes including job analysis, recruitment, selection, appraisal, and training	K1–K3
Unit- III	**CO3**	To explore theories of motivation, job satisfaction, and employee engagement in organizational settings.	K1–K4
Unit - IV	**CO4**	To examine group behavior, teamwork, communication, decision-making, and conflict resolution in organizations.	K1–K4
Unit-V	**CO5**	To understand workplace well-being, including stress, safety, ergonomics, and organizational change.	K1 –K4

K1 – Remember; **K2** – Understand; **K3** – Apply; **K4** – Analyze;

SYLLABUS

UNIT I: Introduction to Industrial Psychology: Definition, Nature, Scope, and Goals**;** Historical Development of Industrial Psychology**,** Relevance of Industrial Psychology in the modern workplace**,** Research methods in Industrial Psychology.

UNIT II: Personnel Psychology: Job Analysis: Methods and Uses, Recruitment, Selection, and Placement: Types & Features, Psychological Testing and Interviewing Techniques, Performance Appraisal: Methods and Issues, Training and Development.

UNIT III: Motivation and Job Satisfaction: Theories of Work Motivation (Maslow, Herzberg, McClelland, Vroom), Application of motivational theories in organizations, Job Satisfaction: Meaning, factors, and outcomes, Organizational Commitment and Engagement.

UNIT IV: Group Dynamics: Group Behavior: Formal and Informal Groups, Teamwork and Team Effectiveness, Communication and Decision Making in Groups, Conflict and Conflict Resolution.

UNIT V: Work Environment and Employee Well-being: Stress and Burnout: Causes, Effects, and Coping Mechanisms**,** Work-Life Balance**,** Workplace Safety and Accident Prevention**,** Ergonomics and Human Factors**,** Organizational Development and Change.

Text Books:

1. Unit – I to III - Mohanty, G. (2002). *Industrial psychology and organizational behaviour*. Kalyani Publishers.
2. Unit – III- Bisen, V., & Priya. (2010). *Industrial psychology*. New Age International.
3. Unit – IV & VAamodt, M. G. (2015). *Industrial/organizational psychology: An*

applied approach (8th ed.). Cengage Learning.

E-References:

1. APA – Journal of Applied Psychology**:** **https://www.apa.org/pubs/journals/apl**
2. Harvard Business Review – Organizational Behavior**:** **https://hbr.org**
3. IJIOOPB – Industrial Psychology Research**:**

https://www.sciencepublishinggroup.com/journalb

4. MindTools – Motivation & Teamwork**:** **https://www.mindtools.com**

DISCIPLINE CENTRIC ELECTIVE THEORY
CORE COURSE: REHABILITATION FOR PERSONS WITH DISABILITY
COURSE CODE: 24USW753

Contact Hours/Week: 04 **Internal Mark: 25**

Credits: 02 **External Mark: 75**

Course Outcomes:

Unit No.	**CO. No.**	Upon Completion of this Course the Students will be able to	Cognitive Level
Unit – 1	**CO1**	To describe the definitions, types, and causes of disabilities, and interpret disability using various theoretical lenses.	K1 – K3
Unit – 2	**CO2**	To identify the needs of persons with different types of disabilities and outline the rehabilitation process	K1 – K4
Unit – 3	**CO3**	To assess the impact of disability on families and individuals and design social work interventions	K1 – K4
Unit – 4	**CO4**	To apply appropriate counseling and intervention strategies for persons with disabilities at multiple levels.	K1 – K4
Unit – 5	**CO5**	To engage in policy-level and community-based advocacy for disability rights and inclusion.	K1 – K4

SYLLABUS

UNIT I: Disability: Definition and types of disabilities (Physical, Intellectual, Sensory, Psychosocial, Multiple); Causes of disability: congenital, acquired, environmental, and social; Myths, misconceptions, and stigma around disability.

UNIT II: Rehabilitation: Concepts, Meaning, **Approaches** and importance of rehabilitation; Types of rehabilitation: Medical, Social, Educational, Vocational, Psychological; Role of community-based rehabilitation (CBR).

UNIT III: Legislations: Rights of Persons with Disabilities (RPwD) Act, 2016, Mental Healthcare Act, 2017 (overview), National Policy for Persons with Disabilities, UN Convention on the Rights of Persons with Disabilities (UNCRPD), Role of government bodies: DEPwD, RCI, National Institutes.

UNIT IV: **Role of Social Workers in Disability and Rehabilitation:** Assessment and need identification; Advocacy, counseling, and community mobilization; Working with families and support systems.

UNIT V: Promoting Inclusion and Accessibility: Meaning of social inclusion; Types of accessibility – physical, communication, digital; Inclusive education and employment; Barriers to inclusion and role of social workers in promoting accessible environments.

Text Book:

1. Unit I , II, V - Ganvir, S. D. (2023). *Disability and rehabilitation*. Jaypee Brothers Medical Publishers.
2. Unit III to V - Chavan, B. S., Ahmad, W., & Gupta, R. K. (2022). *Comprehensive*

textbook on disability. Jaypee Brothers Medical Publishers.

3. Unit II to V - Rimmerman, A. (2013). *Social inclusion of people with disabilities: National and international perspectives*. Cambridge University Press

E-References:

1. Department of Empowerment of Persons with Disabilities (India): https://disabilityaffairs.gov.in
2. Ministry of Social Justice and Empowerment (India): https://socialjustice.gov.in
3. National Centre for Promotion of Employment for Disabled People (NCPEDP): https://www.ncpedp.org

SEMESTER – V

CORE COURSE: SOCIAL WORK WITH CORRECTIONAL SETTING

COURSE CODE: 24USW553

Contact Hours/Week: 04 **Internal Mark: 25**

Credits: 04 **External Mark: 75**

COURSE OUTCOMES (COs):

Unit	CO	Course Outcome	K Level
Unit – I	CO1	To understand the basic concepts of crime, delinquency, and correctional social work.	K1 – K4
Unit – II	CO2	To describe the nature, structure, and functions of institutional correctional services in India.	K1 – K4
Unit – III	CO3	To identify and analyze various non-institutional correctional services and their significance in community rehabilitation.	K1 – K4
Unit – IV	CO4	To understand and interpret the legal framework and key legislations related to correctional administration.	K1 – K4
Unit – V	CO5	To evaluate the professional roles, skills, and ethical responsibilities of social workers in correctional settings.	K1 – K4

K1 – Remember K2 – Understand K3 – Apply K4 – Analyze

SYLLABUS

Unit – I: Introduction to Crime and Correction: Definition of Crime and Delinquency – Nature and Types of Crime – Causes of Crime: Personal, Familial, and Social Factors – Meaning, Objectives of Correction, Areas and its Importance of Correctional Social Work.

Unit – II: Institutional Correctional Services: Meaning and Objectives of Institutional Correction – Types of Institutional Settings: Prisons, Borstal Schools, Juvenile Homes, Observation Homes, and Special Homes for Women.

Unit – III: Non-Institutional Correctional Services: Meaning and Importance of Community-Based Correctional Services – Types: Probation, Parole, After-Care, Halfway Homes, and Community Service – Role and Functions of Probation and Parole Officers.

Unit – IV: Legal Framework for Correctional Settings: Prison Act, 1894 – Probation of Offenders Act, 1958 – Juvenile Justice (Care and Protection of Children) Act, 2015 – NDPS Act, 1985 – Immoral Traffic (Prevention) Act, 1956 – Mental Healthcare Act, 2017 – Protection of Human Rights Act, 1993.

Unit – V: Role of Social Worker in Correctional Settings: Functions and Responsibilities of Social Workers in Institutional and Non-Institutional Settings; Skills and Qualities of Correctional Social Workers – Ethical Issues and Challenges in Correctional Social Work Practice.

TEXTBOOKS:

UNIT I – III – Bhattacharya, S. K. (2003). *Social Defence in India*. Regency Publications, New Delhi.

UNIT III – IV – Srivastava, S. P. (2005). *Juvenile Justice in India*. Concept Publishing Company, New Delhi.

UNIT I – IV – Clemmer, D. (1958). *The Prison Community*. Holt, Rinehart and Winston, New York.

UNIT II – V – Bartollas, C., & Schmalleger, F. (2018). *Corrections in the Twenty-First Century* (8th ed.). McGraw-Hill Education, New York.

E-REFERENCES:

• https://www.egyankosh.ac.in/bitstream/123456789/68730/1/Unit-1.pdf

• https://www.egyankosh.ac.in/bitstream/123456789/71388/1/Unit-3.pdf

• https://ncrb.gov.in/en/prison-statistics-india

• https://www.unodc.org/unodc/en/justice-and-prison-reform/index.html

•https://www.indiacode.nic.in/handle/123456789/2291?view_type=browse&sam_handle=123456789/1362

• https://legislative.gov.in/actsofparliamentfromtheyear/juvenile-justice-care-and-protection-children-act-2015

• https://www.prisonstudies.org/

• https://www.ncrb.gov.in/en/crime-in-india

CORE COURSE PRACTICE - III

PRACTICE IN CORRECTIONAL SETTING

COURSE CODE: 24USW553

Contact Hours/Week: 04 **Internal Mark: 40**
Credits: 02 **External Mark: 60**

Course Objectives:

At the end of this practicum, students will be able to:

- To enable students to understand the structure, functions, and services of various correctional institutions and community-based correctional programs.
- To develop knowledge and skills in applying social work methods—particularly casework—in correctional settings with offenders, inmates, and vulnerable groups.
- To analyze real-life cases and legal frameworks relevant to correctional social work practice, emphasizing rights, justice, and rehabilitation.
- To enhance students' abilities in documentation, ethical practice, and evaluation within institutional and non-institutional correctional environments

SYLLABUS

A: Orientation Visit to Correctional Settings

• Introduction to structure, functions, and services of prisons, juvenile homes, and halfway homes.

• Understanding the role and responsibilities of social workers in institutional and non-institutional correctional settings.

Activities:

- Field visits to at least two correctional institutions (Prisons, Observation homes, Special homes, Children homes, Protective home for women, Short stay home).
- Interaction with correctional administrators and social work professionals.
- Reflection journal on organizational structure and rehabilitation services observed.

B: Casework Practice in Correctional Settings

▪ Application of social casework principles in working with offenders and inmates.

▪ Psychosocial assessment and identification of individual needs and problems.

Activities:

- Conduct at least one client intake and assessment under supervision.
- Role play: establishing rapport and interviewing clients in correctional settings.

C: Case Study Analysis

Detailed analysis of individual or group cases from correctional settings.

Identifying problems, interventions, and outcomes in correctional social work practice.

Activities:

• Select and analyze 1–2 case studies from field visits.

• Present a case analysis report focusing on assessment, intervention, and outcomes.

D: Applying and Analysing the Law in Correctional Social Work

- Application of key legislations such as the Prison Act (1894), Probation of Offenders Act (1958), and Juvenile Justice Act (2015) in practical contexts.
- Analysing the role of law in protecting rights, ensuring justice, and guiding correctional practice.

Activities:

- Review and interpret a selected case related to correctional law.
- Prepare a report analysing the application of law in an institutional or community correctional setting.

E: Documentation and Evaluation

- Maintaining systematic casework, case study, and legal documentation.
- Understanding confidentiality, ethics, and accountability in correctional record-keeping.

Activities:

- Submit a consolidated report including all field experiences.

CORE COURSE: INTRODUCTION TO SOCIAL CASE WORK
COURSE CODE: 24USS502

Contact Hours/Week: 05 **Internal Mark: 25**

Credits: 04 **External Mark: 75**

COURSE OUTCOMES (COs):

UNIT	CO	Course Outcome	K Level
UNIT – I	**CO1**	To understand the meaning, nature, objectives, and scope of social case work and its underlying values and principles.	K1 – K4
UNIT – II	**CO2**	To explain the stages and process of case work including study, assessment, intervention, and follow-up.	K1 – K4
UNIT – III	**CO3**	To develop effective communication and listening skills essential for case work practice.	K1 – K4
UNIT – IV	**CO4**	To analyze major theories, models, and recording methods in case work practice.	K1 – K4
UNIT – V	**CO5**	To apply case work methods and skills in various settings such as family, school, medical, correctional, and industrial fields.	K1 – K4

K1 – Remember K2 – Understand K3 – Apply K4 – Analyze

SYLLABUS

Unit I:

Social Case Work: Meaning, Definition, Nature, Objective and Scope, Components of case work, Historical development of the method of casework, importance of the method. Values and basic principles underlying work with individuals.

Unit. II:

Social Case Work Process: Initial contact/Contract, Social study, Analysis and Assessment, Intervention, Evaluation, Termination and Follow-up.

Unit III:

Communication: Techniques of listening, giving feedback, verbal and non-verbal communication, skills to deal with barriers and enhance Worker and individual's communication skills.

Unit IV:

Theories and Models: Psychoanalytical, Psychosocial, Problem solving, Crisis Intervention. Growth of professional self. Meaning, Importance, Uses of recording. Types of recording, summary and evaluation.

Unit V: Roles of Social Worker: Application of Casework method in Family and child welfare settings: School settings, Medical and psychiatric settings, Correctional settings, Industrial settings.

TEXTBOOKS:

- **UNIT I – IV** – Mathew, G. (2015). *An Introduction to Social Case Work.* TATA Institute of Social Sciences.
- **UNIT V** – Desai, M. (2006). *Case Work Practice in Social Work.* Himalaya Publishing House.
- **UNIT I – V** – Perlman, H. H. (1957). *Social Casework: A Problem-Solving Process.* University of Chicago Press.

E-REFERENCES:

• https://www.egyankosh.ac.in/bitstream/123456789/70858/1/Unit-1.pdf

• https://www.egyankosh.ac.in/bitstream/123456789/70918/1/Unit-3.pdf

• https://socialworkin.com/2021/04/social-case-work-process.html

• https://www.slideshare.net/SocialWorkIndia/social-case-work-principles-and-process

• https://www.indiastudychannel.com/resources/179746-social-case-work-concept-process-and-principles

• https://www.socialworkin.com/2021/09/techniques-of-communication-in-social-casework.html

• https://www.unodc.org/unodc/en/justice-and-prison-reform/correctional-social-work.html

CORE COURSE: INTRODUCTION TO SOCIAL WORK RESEARCH
COURSE CODE: 24USS503

Contact Hours/Week: 05 **Internal Mark: 25**

Credits: 04 **External Mark: 75**

COURSE OUTCOMES (COs):

UNIT	CO	Course Outcome	K Level
UNIT – I	**CO1**	To understand the meaning, objectives, and importance of research in social work and the process of formulating research problems.	K1 – K4
UNIT – II	**CO2**	To explain key concepts like variables, hypotheses, and research designs, and recognize the role of literature review and plagiarism ethics.	K1 – K4
UNIT – III	**CO3**	To identify and apply appropriate sampling techniques and tools of data collection such as interviews, questionnaires, and observation.	K1 – K4
UNIT – IV	**CO4**	To understand and apply data processing, analysis, interpretation, and report-writing techniques in social work research.	K1 – K4
UNIT – V	**CO5**	To compute basic statistical measures and use computer applications, including SPSS, in social work research.	K1 – K4

K1 – Remember K2 – Understand K3 – Apply K4 – Analyze

SYLLABUS

UNIT I

Introduction to Research: Definition of Research, Social Work Research and its importance. Objectives, Ethics in Social Work Research. Types of Research – Qualitative & Quantitative Research. Formulating a research Problem and the Process.

UNIT II

Concepts and Operational Definition: Variables and Indicators, Measurement of Variables; Hypothesis, Research Design – Exploratory, Descriptive, Diagnostic and Experimental.

UNIT III

Sampling: Probability Sampling and Non-Probability Sampling. Tools of Data Collection – Observation, Interview Schedule and Questionnaire

UNIT IV

Data Processing: Meaning, Functions. Editing. Categorizing. Coding and Code Book. Tabulations. Data Analysis. Data Interpretation. Report writing format in Social Work Research.

UNIT V

Basics in Statistics – Meaning of statistics, Computing percentages and Measures of Central Tendency – Arithmetic Mean, Mode and Median. Measure of Variation- Range, Standard Deviation. Application of Measures of Central Tendency using excel.

TEXTBOOKS:

- **UNIT I –** – Gupta, S. P. (2014). *Statistical Methods.* Sultan Chand & Sons.
- **UNIT V** – Kothari, C. R. (2011). *Research Methodology: Methods and Techniques* (2nd ed.). New Age International Publishers.
- **UNIT I – V** – Rubin, A., & Babbie, E. (2016). *Research Methods for Social Work* (9th ed.). Cengage Learning.

E-REFERENCES:

• https://egyankosh.ac.in/bitstream/123456789/72039/1/Unit-1.pdf

• https://egyankosh.ac.in/bitstream/123456789/72041/1/Unit-2.pdf

• https://egyankosh.ac.in/bitstream/123456789/72043/1/Unit-3.pdf

• https://egyankosh.ac.in/bitstream/123456789/72045/1/Unit-4.pdf

• https://egyankosh.ac.in/bitstream/123456789/72047/1/Unit-5.pdf

• https://www.socialworkin.com/2021/08/types-of-research-in-social-work.html

• https://www.scribd.com/document/473913911/Social-Work-Research-and-Statistics-Notes

CORE COURSE: INTRODUCTION TO HUMAN RESOURCE MANAGEMENT
COURSE CODE: 24USW504

Contact Hours/Week: 04 **Internal Mark: 25**
Credits: 04 **External Mark: 75**

COURSE OUTCOMES (COs):

UNIT	CO	Course Outcome	K Level
UNIT – I	**CO1**	To understand the definition, scope, functions, and challenges of HRM and the role of HR in social work organizations.	K1 – K4
UNIT – II	**CO2**	To explain human resource planning, job analysis, recruitment, selection, placement, and employee orientation processes.	K1 – K4
UNIT – III	**CO3**	To analyze HR development strategies including training, career planning, performance appraisal, and employee empowerment.	K1 – K4
UNIT – IV	**CO4**	To evaluate compensation systems, employee welfare, industrial relations, and grievance management in organizations.	K1 – K4
UNIT – V	**CO5**	To interpret emerging HR trends including SHRM, HRIS, diversity and inclusion, work-life balance, and CSR.	K1 – K4

K1 – Remember K2 – Understand K3 – Apply K4 – Analyze

SYLLABUS

UNIT I:

Introduction to Human Resource Management – Meaning, definition, nature, scope, and objectives of HRM; evolution and importance of HRM; functions and responsibilities of HR managers; HRM and its interface with social work; challenges of HRM in modern organizations.

UNIT II:

Human Resource Planning and Job Analysis – Meaning, process, and significance of human resource planning; job analysis – concept, methods, and uses; job description and job specification; importance of manpower forecasting.

UNIT III:

Recruitment, Selection, and Induction: Meaning and sources of recruitment; selection process and placement; employee orientation and induction programmes; principles of effective recruitment and selection; ethical issues in hiring.

UNIT IV

Human Resource Development (HRD) – Meaning, concept, and need for HRD; training and development – methods, techniques, and evaluation; career planning and development; succession planning; performance appraisal – concept, methods, and common issues**.**

UNIT V:

Compensation and Employee Relations – Wage and salary administration – principles and methods; employee welfare and social security measures; incentives and benefits; industrial relations – meaning and importance; employee participation, conflict management, and grievance redressal mechanisms

TEXTBOOKS:

- **UNIT I – III** – Aswathappa, K. (2022). *Human Resource Management: Text and Cases.* McGraw Hill Education.
- **UNIT IV – V** – Rao, V. S. P. (2021). *Human Resource Management: Text and Cases.* Excel Books.
- **UNIT I – V** – Dessler, G. (2020). *Human Resource Management* (16th ed.). Pearson Education.

E-REFERENCES:

- https://www.managementstudyguide.com/human-resource-management.htm
- https://www.hrhelpboard.com/
- https://www.shrm.org/
- https://www.ilo.org/global/topics/employment-promotion/lang--en/index.html
- https://niti.gov.in/ (For CSR and labor-related initiatives in India)
- https://labour.gov.in/ (Ministry of Labour and Employment, Government of India)

CORE PRACTICE - IV

CORE COURSE: PRACTICE IN SOCIAL CASE WORK
COURSE CODE: 24USW554

Contact Hours/Week: 04 **Internal Marks: 40**

Credits: 02 **External Marks: 60**

SYLLABUS

A: Orientation to Social Casework Practice

- Understanding the helping process and the relationship between client and worker.
- Roles and responsibilities of the social caseworker within the multidisciplinary team.

Activities:

- Agency orientation and introduction to service areas.
- Observation of client intake procedures.

B: Client Engagement and Rapport Building

- Skills in interviewing and active listening.
- Understanding client motivation, resistance, and readiness for change.

Activities:

- Conduct initial client interviews under supervision.
- Prepare a report on engagement and rapport process.

C: Psychosocial Assessment and Problem Identification

- Methods of data collection and assessment (interview, observation, home visit, collateral contacts).
- Understanding client's psychosocial background, strengths, and needs.

Activities:

- Conduct psychosocial assessments for 1–2 clients.
- Prepare a detailed assessment report including eco-map or genogram.

D: Intervention Planning and Implementation

- Use of techniques: supportive counseling, resource mobilization, behavior modification, and crisis intervention.
- Coordinating with family, community, and institutions.

Activities:

- Prepare and implement at least one intervention plan.
- Document progress and client feedback.

E: Termination and Evaluation

- Recognizing signs for termination and preparing client for closure.
- Evaluating client progress and outcomes.

Activities:

- Conduct one termination session with client under supervision.
- Prepare evaluation and closure summary.

F: Documentation and Professional Recording

- Maintaining confidentiality, accuracy, and clarity in records.

Activities:

- Maintain a case record file including all documents and reports.
- Present one case for evaluation/viva voce.

Fieldwork Output / Requirements

1. One complete case record (including intake, assessment, intervention, and evaluation).
2. Field diary documenting daily/weekly activities.
3. Attendance in supervision meetings and feedback sessions.
4. Final consolidated report and viva voce examination.

Suggested Practice Areas

- Family and Child Welfare Agencies
- Schools and Child Guidance Clinics
- Hospitals and Health Centres
- Community Development Projects
- Rehabilitation and Counselling Centres
- NGOs offering individual assistance programmes

CORE COURSE PRACTICE-V
CORE COURSE: FIELD WORK PRACTICUM-III
COURSE CODE: 24USW555

Contact Hours/Week: 04 **Internal Mark: 40**
Credits: 02 **External Mark: 60**

GUIDELINES FOR FIELD WORK EVALUATION

EVALUATION: INTERNAL

1. Attendance in field work 10
2. Regularity in submitting reports 15
3. Participation in group project work 15

Total 40 marks

EXTERNAL EVALUATION AND VIVA

I. REPORTING - 20 marks

II. VIVA

1. Theoretical Knowledge - 10 marks
2. Communication and Presentation - 10 marks
3. Individual participation and - 20 marks

Total 60 marks

SEMESTER – VI

CORE COURSE THEORY: INTRODUCTION TO SUSTAINABLE DEVELOPMENT

COURSE CODE: 24USS505

Contact Hours/Week: 05 **Internal Mark: 25**

Credits: 04 **External Mark: 75**

COURSE OUTCOMES (COs):

UNIT	CO	Course Outcome	K Level
UNIT – I	**CO1**	To understand the meaning, principles, and global goals of sustainable development and the role of social work in promoting it.	K1 – K4
UNIT – II	**CO2**	To analyze the economic, social, political, and environmental dimensions of sustainability and their inter-relationships.	K1 – K4
UNIT – III	**CO3**	To study natural resources, environmental movements, and key environmental laws and agreements relevant to sustainable development.	K1 – K4
UNIT – IV	**CO4**	To understand the role of business in sustainability through CSR, corporate governance, and the triple bottom line approach.	K1 – K4
UNIT – V	**CO5**	To apply social work interventions and community-based approaches for promoting sustainability and climate-resilient development.	K1 – K4

K1 – Remember K2 – Understand K3 – Apply K4 – Analyze

SYLLABUS

UNIT I:

Sustainable Development – Meaning, Definition, Brief Historical Background, Features and Principles; Sustainable Development Goals (SDGs); Role of Social Work in Sustainable Development.

UNIT II:

Dimensions of Sustainable Development – Economic Sustainability: Meaning and Strategies; Social and Political Sustainability: Meaning and Strategies for Equality, Participation and Social Justice; Environmental Sustainability: Meaning and Ways of Achieving Ecological Balance; Inter-relationship of Dimensions.

UNIT III:

Natural Resources and Sustainable Development – Meaning, Types and Importance of Natural Resources; Natural Resource Utilization and Sustainable Development; Environmental Movements in India (Chipko, Narmada Bachao Andolan); Salient Features of Environmental Protection Act (1986), Kyoto Protocol and Paris Agreement – Indian Perspective.

UNIT IV:

Sustainability and Business – Need to Adopt Sustainable Strategy; Triple Bottom Line Approach (People, Planet and Profit); Green Organizations; Corporate Social Responsibility (CSR)

UNIT V:

Social Work Interventions for Sustainability – Community-based Approaches; Strategies for Awareness, Participation, and Advocacy; Sustainable Urban and Rural Development; Climate-Resilient Communities; NGOs, SHGs.

TEXTBOOKS:

UNIT I – IV – Desai, M., & Siva Raju, S. (2011). *Social Work and Sustainable Development: Perspectives from India.* B.R. Publishing Corporation.

UNIT V – Giri, B. (2019). *Sustainable Social Work: Issues, Perspectives and Practice in India.* Discovery Publishing House.

UNIT I – V – Hopwood, B., Mellor, M., & O'Brien, G. (2010). *Sustainable Development: Mapping Different Approaches.* Routledge.

E-REFERENCES:

- https://egyankosh.ac.in/bitstream/123456789/58974/1/Unit-1.pdf
- https://egyankosh.ac.in/bitstream/123456789/58975/1/Unit-2.pdf
- https://egyankosh.ac.in/bitstream/123456789/58976/1/Unit-3.pdf
- https://egyankosh.ac.in/bitstream/123456789/58977/1/Unit-4.pdf

CORE COURSE THEORY

24USW506: TRIBAL COMMUNITY DEVELOPMENT

Contact Hours/Week: 05 **Internal Mark: 25**

Credits: 04 **External Mark: 75**

COURSE OUTCOME:

UNIT	CO	Course Outcome	K Level
UNIT I	**CO1**	To understand the socio-cultural structure, traditions, and contemporary issues of tribal communities in India.	K1–K4
UNIT II	**CO2**	To explain the evolution, objectives, and relevance of tribal social work and welfare programmes.	K1–K4
UNIT III	**CO3**	To apply participatory approaches and tools effectively in tribal community development initiatives.	K1–K4
UNIT IV	**CO4**	To analyse the role of communication in promoting tribal empowerment and sustainable development.	K1–K4
UNIT V	**CO5**	To evaluate the importance of constitutional safeguards and legal frameworks in protecting tribal rights and promoting welfare.	K1–K4

K1 – Remember K2 – Understand K3 – Apply K4 – Analyze

SYLLABUS

UNIT I: Tribal Community and Culture – Meaning, definition, and characteristics of tribes; distribution of tribal communities in India; tribal social structure – family, kinship, and marriage; tribal economy, customs, traditions, and belief systems; major issues faced by tribal people – poverty, displacement, education, and health.

UNIT II: Tribal Social Work and Development – Meaning and scope of tribal social work; historical development of tribal welfare in India; role of social workers in tribal development;

UNIT III: Participatory Approaches and Tools – Meaning and importance, types of participation in tribal development; participatory tools; participatory monitoring and evaluation.

UNIT IV: Development Communication and Tribal Empowerment – Meaning and importance of development communication; communication for social change; traditional, folk, mass, and community media in tribal development.

UNIT V: Tribal Movements, Laws, and Legal Frameworks: Constitutional safeguards for Scheduled Tribes – important Articles and Schedules; major laws related to tribal welfare – PESA Act (1996), Forest Rights Act (2006), SC/ST (Prevention of Atrocities) Act (1989).

TEXTBOOKS

• **UNIT I – III** – Chaudhuri, B. (2019). *Tribal Development in India: Problems and Prospects.* Mittal Publications.

• **UNIT II – IV** – Verma, R. C. (2017). *Indian Tribes Through the Ages.* Publications Division, Ministry

of Information and Broadcasting, Government of India.

• **UNIT III – V** – Hasnain, N. (2011). *Tribal India.* Palaka Prakashan.

• **UNIT I – V** – Karlsson, B. G., & Subba, T. B. (2006). *Indigeneity in India.* Kegan Paul.

E-REFERENCES

• https://tribal.nic.in – Ministry of Tribal Affairs, Government of India

• https://niti.gov.in – NITI Aayog reports on tribal development

• https://www.egyankosh.ac.in – IGNOU study materials on tribal and rural development

• https://rural.nic.in – Rural and tribal development schemes and initiatives

• https://www.un.org/development/desa/indigenouspeoples – UN resources on indigenous peoples

• https://pib.gov.in – Government policies, press releases, and updates on Scheduled Tribes

CORE COURSE PRACTICE - VI

COURSE: PRACTICE IN TRIBAL COMMUNITY DEVELOPMENT

COURSE CODE: 24USW556

Contact Hours/Week: 04 **Internal Mark:** 40

Credits: 02 **External Mark:** 60

SYLLABUS

A. Orientation and Familiarization Activities

Activities:

- Visit to a tribal village or settlement to observe community life, housing patterns, and livelihoods.
- Visit to Tribal Welfare Department, ITDP (Integrated Tribal Development Project) offices, or NGOs working for tribal welfare.

Fieldwork Output:

- Field diary on community observations.

B. Socio-Economic and Cultural Study

Activities:

- Study on education, health, and income, traditional occupations and livelihood patterns (e.g., honey collection, handicrafts, agriculture).

Fieldwork Output:

- Socio-economic profile report of the tribal community.
- Cultural documentation (songs, crafts, or festivals).

C. Health, Education, and Welfare Study

Activities:

- Visit Primary Health Centres (PHCs) and Anganwad is in tribal areas.

Fieldwork Output:

- Report on government and NGO interventions in health and education.

D. Tribal Development Programs and Institutions

Activities:

- Study the functioning of Tribal Cooperative Societies, Forest Rights Committees, and Self-Help Groups.
- Review of schemes such as PESA, FRA 2006, and TSP (Tribal Sub-Plan).

Fieldwork Output:

- Report on implementation of a specific tribal development scheme.
- Organizational case study of a Tribal Welfare NGO.

E. Participatory Rural Appraisal or Community-Oriented Programme in Tribal Areas

Activities:

- Conduct PRA tools such as social mapping, resource mapping, and seasonal calendars with community participation.
- Organize or collaborate in a community programme such as health awareness, education support, or livelihood training.

Fieldwork Output:

- PRA report with visual diagrams and community feedback.
- Documentation of the community programme with objectives, process, and outcomes.

Fieldwork Output / Requirements

1. One community profile report (including demographic, socio-economic, and cultural assessment).
2. One Participatory Rural Appraisal (PRA) or community-based programme report
3. One Act Analysis Report related to tribal welfare or rights (e.g., PESA Act 1996, Forest Rights Act 2006, or SC/ST (Prevention of Atrocities) Act 1989) highlighting its implications for tribal development practice.
4. Field diary and supervision attendance records maintained regularly.
5. Final consolidated fieldwork report and viva voce based on all field experiences.

Suggested Practice Areas

- Tribal villages or settlements under Integrated Tribal Development Project (ITDP) areas.
- Tribal Welfare Department offices and extension centres.
- Non-Governmental Organizations (NGOs) working for tribal welfare, rights, and livelihood promotion.
- Community-Based Organizations (CBOs) and Self-Help Groups (SHGs) in tribal areas.
- Health, education, or livelihood initiatives implemented by government or CSR programmes in tribal regions.