

**APPENDIX – Y**  
**MADURAI KAMARAJ UNIVERSITY**  
**NEW SYLLABUS FOR B.A. SOCIAL WORK**

(Non – Semester)

**DIRECTORATE OF DISTANCE EDUCATION**

(Effective from the academic year 2013 – 2014 onwards)

**1. ELIGIBILITY FOR ADMISSION.**

Candidate should have passed the higher secondary examination conducted by the board of Higher Secondary Education, Government of Tamil Nadu or any other similar Examination accepted by the Syndicate.

**2. DURATION OF THE COURSE**

The students shall undergo the prescribed course of study for a period of three academic years.

**3. MEDIUM OF INSTRUCTION**

English

**4. SUBJECT OF STUDY**

Part I : Tamil  
 Part II : English  
 Part III : Major 8 papers Ancillary/Allied 2 papers.

**I YEAR**

	Title of the Paper	PART	Passing Minimum	Maximum Marks
I	Tamil Paper-I	I	35	100
II	English Paper- I	II	35	100
III	Introduction to Professional Social Work	III	35	100
IV	Economics for Social Workers (Allied –I)	III	35	100

**II YEAR**

	Title of the Paper	PART	Passing Minimum	Maximum Marks
V	Tamil Paper-II	I	35	100
VI	English Paper- II	II	35	100
VII	Sociology for Social Workers	III	35	100
VIII	Psychology for Social Workers (Allied-II)	III	35	100

III YEAR

	Title of the Paper	PART	Passing Minimum	Maximum Marks
IX	Introduction to Social Legislation	I	35	100
X	Introduction to Case Work and Group Work	II	35	100
XI	Social Welfare Administration	III	35	100
XII	Communication Skills for Social Work Practice.	III	35	100

5. Structure of the Question Paper.

Section	Number of questions	Number of questions to be answered	Marks for	Total
<b>A</b>	<b>10</b>	<b>8</b>	<b>8 X 5</b>	<b>40</b>
<b>B</b>	<b>6</b>	<b>4</b>	<b>4 X 15</b>	<b>60</b>
			<b>Total</b>	<b>100</b>

**6. ELIGIBILITY FOR THE DEGREE**

- No candidate shall be eligible for degree except by completing the prescribed course of study i.e. three years and passing all the prescribed external examinations.
- A candidate shall be declared to have passed the course if he/she scored a minimum of 35% marks in each subject.
- |              |   |           |
|--------------|---|-----------|
| 35%          | - | Pass      |
| 60% & above  | - | I Class   |
| 50% to 59.9% | - | II Class  |
| 35% to 49.9% |   | III Class |

**INTRODUCTION TO PROFESSIONAL SOCIAL WORK**

**Unit – I :** Social Work : Meaning, Definition, Objectives, Functions, Values and Professional Ethics, Voluntary Social Work, Radical Social Work and Constructive Social Work.

**Unit – II:** Historical Development of Social Work : UK, USA and in India. Social Work Approaches : Charity approach, Welfare approach, Right based approach.

**Unit – III :** Methods of Social work : Social Case Work, Social Group Work, Community Organization, Social Welfare Administration, Social Work Research.

**Unit – IV:** Fields of Social Work : Meaning and Concept, Scope of Social Work in different fields, Family, Community, Medical, Educational, Correctional and Industry.

**Unit – V :** Social work : Education in India : Nature and Status of social work, Training Institutions in India, Structure and functions of IASW, NASW, ASSWI.

### **References**

1. Devi Rameswari (1988), Social work and social welfare administration – Methods and Practice. Jaipur, Mangal Deep Publication.
2. Friedlander. (1977), Introduction to Social Welfare, New Delhi, Prentice Hall.
3. Mudgal (1977), An Introduction to Social Work, Jaipur, Book Enclave.
4. Ira Christopher Colby et al. (2004), Introduction to Social Work: The People's Profession, Lyceum Books.

### **ECONOMICS FOR SOCIAL WORKERS (Allied I)**

**Unit – I :** Meaning – Definition – Scope and Nature of Economics, Micro Economics and Macro Economics, Central Economic Problem, Concept of Economics.

**Unit – II :** Meaning – Definition – Demand – Law of Demand – Demand Schedule and Demand Curve – Elasticity of Demand – Types of Elasticity of Demand – Demand Forecasting.

**Unit – III :** Market : Meaning and Definition. Classification of Market : Perfect Competition. Monopoly, Oligopoly and Monopolistic – Break – Even – Analysis – Determination of BEP- Usefulness of Break – Even – Analysis.

**Unit – IV :** Nature of Indian Economy : An undeveloped Economy, A Developing Economy, A mixed Economy. Role of Different Sectors in India : Agriculture, Industry and Service. National Income in India : Methods of Measuring National Income.

**Unit – V :** Population in India : Causes of the Rapid Growth of population, Measures for solving the population problem. Poverty in India : Unemployment in India, Inflation, Causes of Inflation in India.

### **Reference**

1. Varshney and Maheswari, Managerial Economics, New Century Publication, Chennai.
2. Sankaran, Managerial Economics, New century Publications, Chennai – 2000
3. Chopra, P.N. Managerial Economics, Kalyani Publishers, Chennai – 2008.

## **SOCIOLOGY FOR SOCIAL WORKERS**

**Unit – I :** Sociology : Definition and Meaning, Its relationship with other Social sciences, Concept and meaning: Society, Community, Social group, Associations, and Institution.

**Unit – II :** Social Processes : Meaning, Types : Co-operation, Competition, Conflict, Accommodation, and Assimilation, Definition and concept of culture, civilization, customs, folkways and mores.

**Unit – III :** Social Institutions : Meaning, Types, and functions. Socialization – Definition and functions, Agencies of Socialization.

**Unit – IV :** Social Stratification : Concept, and Forms, Concept of Caste, Class, and Race, Caste system in India.

**Unit – V:** Social Control : Concept, Definition, Agents of Social Control. Social Change : Concept, Process, Factors acting as agents of Social Change.

### **References**

1. Kapadia (1965), Marriage and Family in India, London, Oxford University Press.
2. Mac Iver & page, (1959), Society, New Delhi, Macmilan & Co.
3. Srinivas (1962) Caste in Modern India, New Delhi, Asia Publishing House.
4. Tumnin (1981), Social Stratification, New Jersy, Prentice Hall.

## **PSYCHOLOGY FOR SOCIAL WORKERS (Allied II)**

**Unit – I :** Psychology : Meaning, Definition, Scope, Branches of Psychology, Importance of Psychology in Social Work Practice.

**Unit – II :** Developmental Psychology: Conception. Pregnancy : Child growth & development in each trimester, Delivery : types, importance of prenatal development. Developmental tasks in each stage: Infancy to old age.

**Unit – III :** Personality : Meaning of Personality, Types of Personality. Learning and remembering: Meaning of learning, Types of learning. Learning Theories: Conditioning theory, Operant Conditioning theory.

**Unit – IV :** Memory : Meaning, Types, Factors influencing memory. Behaviour: Meaning, Types of behaviour, factors influencing behaviour. Behaviour modification: Definition and techniques.

**Unit – V :** Intelligence: Meaning and definition of intelligence, Motivation: Meaning Social and Psychological motives. Frustration : Sources of frustration, Defense mechanisms – Meaning and types.

### **References**

- a. Hebb Do (1966) A Text book of Psychology, Tokyo, Japan Co, Ltd
- b. Hurlock, E.B. (1975), Development Psychology, New Delhi, Prentice Hall.
- c. Jalota.S. (1974), Essentials of Psychology, Chandigarh, Vijaya Nivas.
- d. Munn (1969), Introduction of Psychology, Bombay, Oxford IBH Publishing Co.,
- e. Morgan, Clifford (1986), Introduction of Psychology, New Delhi, Tata MC GrawHill.

## **INTRODUCTION TO SOCIAL LEGISLATION**

**Unit – I :** Legislation: Meaning and Definition, Types of Legislation. Social Legislation: Meaning and Definition. History of Indian Constitution: Fundamental rights, Directive Principles of State policy.

**Unit – II :** Legislation related to Marriage: Hindu Marriage Act, Muslim Marriage Act, Christian Marriage Act and Special Marriage Act, Family Court.

**Unit – III :** Legislation related to children : J J Act 2000, Child Labour Prohibition and Regulation Act. Legislation related to Women – Dowry Prohibition Act, The Domestic Violence Act, MTP Act.

**Unit – IV :** The Prevention of Atrocities against SC's and ST's Act, The persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995.

**Unit – V :** Legislation related to amelioration of social problems. The Protection of Civil Rights Act, The consumer Protection Act.

### **References**

1. Awasthi, SK. (1994), Manual of Marriage and Divorce Laws, Jodhpur, Rajasthan Law House.
2. Biswas, B. et al, (1971), Impact of Social Legislation and Social Change, Calcutta.
3. Chaudhary, RNP, (2005), Consumer Protection Law, New Delhi, Deep & Deep Publications.
4. Diwan.P & Diwan P. (1994), Children and Legal Protection, New Delhi, Deep & Deep Publication.

## **INTRODUCTION TO CASE WORK AND GROUP WORK**

**Unit – I :** Social Case Work: Definition, Meaning, Concept, Objectives and History of Social Case Work in India and Abroad. Basic components of Social Case Work : Problem, Person, Place, Process and Principles.

**Unit – II :** Case Work Process : Study case recording, Interview, Collateral contacts etc., Diagnosis. Treatment (methods and techniques), follow – up and termination. Recording in case work: Importance and Methods.

**Unit – III :** Social Group Work : Definition, Meaning, Concept, Scope, Objectives and history. Principles of Group Work, Group work processes: Planning Phase, Beginning phase, Middle phase, Ending phase.

**Unit – IV :** Program planning in Social Group work – Meaning , Principles, Planning stages. Roles of group worker, Skills of Social group worker. Recording in Group work: Importance and methods.

**Unit – V :** Application of Social Case Work and Group Work in educational institutions, community, industries and hospitals.

### **References**

1. Aptaker, Herbert. (1982), Dynamics of Case Work and Counseling Boston, Mifflin Publication
2. Mathew, Grace, (1993), An Introduction to Social Case Work, Bombay, TISS.
3. Upadhyay, PK. (2003) Social Case Work, New Delhi.
4. Roberts RW & Nee, RH. (Ed) (1970) Theories of Social Case Work, Chicago, Chicago University.
5. Gisela, Konopka. (1970) Group Work in the Institution, New York, Associated Press.
6. Roberts RW & Nee, RH (Ed) (1970) Theories of Social Case Work, Chicago, Chicago University.
7. Trecker, HB, (1972), Social Group Work; Principles and Practices, Chicago, Association Press.

### **SOCIAL WELFARE ADMINISTRATION**

**Unit – I :** Administration : Meaning, Definition and Characteristics, Social Work – Administration : Definition, Nature and Scope.

**Unit – II :** Functional areas of Ministries (Central and State) Boards (Central Social Welfare Board) and other National Institutions.

**Unit – III :** Basic Administrative Processes : Planning, Organizing, Staffing, Decision making, co – ordination, recording and budgeting.

**Unit – IV :** Personnel Administration : Staff selection, Induction, Training, Orientation, Placement, Service conditions, Discipline, Staff Morale, Supervision and Evaluation.

**Unit – V :** Public Relations : Meaning, Need, Principles, Use of different Media, Fund raising Communication system in the office, Application of computers and Records management in office.

### **References**

1. Chowdhry. P. (1996), Social Welfare Administration, New Delhi, Athmaram & Sons.
2. Jain, S.P. (1998), Social Welfare Administration, New Delhi, Prentice Hall.

3. Sachdev D.R. (1998), Social Welfare Administration in India, New Delhi, Kitab Mahal.
4. Agarwala, R.L. (1996), Hindu Law, Allahabad, Central Law Agency.

### **COMMUNICATION SKILLS FOR SOCIAL WORK PRACTICE**

**Unit – I :** Communication : Definition, Need and importance, interpersonal and Intra personal communication, Communication in problem solving situation.

**Unit – II :** Building effective communication : Johari Window, Transactional Analysis. Skills for effective communication : Listening, Observing, Language, Writing.

**Unit – III :** Communication to a person: Conversation : Objectives and Strategies. Interviewing skills : Interviewing Tips, Technique, Questionnaire, Types. Body Language : Meaning, Types.

**Unit – IV :** Communication to a Group and Masses: Public speaking, Poster making, Scripts for street theatre, Documentation, Awareness songs – Steps, Principles and importance.

**Unit – V :** Scripts for a drama : Enacting a Drama on social themes, Script for public speaking, Role of mass media in social change and National integration.

#### **References**

1. Vilanilam J.V., (1985), Education and Communication, Trivandrum, Kairali Books international.
2. Dahama, O.P (1997), Education and Communication for Development, New Delhi, Oxford and IBH Publishing Company.
3. Agarwal Hema (1995), Culture and Mass Communication, New Delhi, Rawat Publications.
4. Dance E. X.Frank (1982), Human Communication Theory, New York, Harper and Row publishers.

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