1. **OBJECTIVES:**
   1) To create competent personnel to work in various welfare organizations.
   2) To help people already working in the welfare field to equip themselves with professional knowledge.
   3) To help students to learn skills and techniques for helping people in difficult situations.

2. **JOB OPPORTUNITIES**
   1) Employment opportunities in governmental, non-governmental and in industrial organizations.
   2) Teaching and Research.
   3) Consultants for governmental and nongovernmental organizations

3. **ELIGIBILITY FOR ADMISSION**
   A candidate shall be eligible for M.A.(Social Work), if he/she has passed any graduate discipline from any recognized university.

4. **DURATION OF THE COURSE**
   The students shall undergo the prescribed course of study for a period of not less than two academic years.

5. **SUBJECTS OF STUDY**
   The subjects offered and the scheme of Examination for M.A. (Social Work) (Non-Semester) Degree course is as follows:

   **M.A. SOCIAL WORK – NON-SEMESTER**

   **SCHEME OF EXAMINATION**

<table>
<thead>
<tr>
<th>Year</th>
<th>Title of the Paper</th>
<th>Hours</th>
<th>Passing Minimum</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Introduction to Social Work</td>
<td>3</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>II</td>
<td>Social case Work and Group Work</td>
<td>3</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>III</td>
<td>Social Policy and Social Welfare Administration</td>
<td>3</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>IV</td>
<td>Social Work and the Marginalized</td>
<td>3</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>V</td>
<td>Social Research and Statistics</td>
<td>3</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>VI</td>
<td>Community Organization and Social Action</td>
<td>3</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>VII</td>
<td>Community Development</td>
<td>3</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>VIII</td>
<td>Human Resource Management</td>
<td>3</td>
<td>50</td>
<td>100</td>
</tr>
</tbody>
</table>
6. QUESTION PAPER PATTERN
Every Question Paper shall consist of two sections viz. A and B. The answer for each question under Section A should not less than two pages and for questions under Section B, the answer should not be less than 4 pages each.

<table>
<thead>
<tr>
<th>Section</th>
<th>Number of questions</th>
<th>Number of questions to be answered</th>
<th>Marks for</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>10</td>
<td>8</td>
<td>5</td>
<td>40</td>
</tr>
<tr>
<td>B</td>
<td>6</td>
<td>4</td>
<td>15</td>
<td>60</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

Time: 3 Hrs
Maximum: 100 marks

Section-A (8 x 5 = 40 marks)
Section-B (4 x 15 = 60 marks)

Note: The question paper setters should set the question paper in such a way without omitting any unit given in the syllabus. At the same time repeating the same questions under different sections should be avoided.

Project Work
The student will start on a research Project at the beginning of the II year. The topic will be approved by the Board of Social Work. The student will select a guide of his convenience who has a minimum of 5 years of teaching experience in any discipline of Social science and is employed in a college/university(including private).

7. ELIGIBILITY FOR THE DEGREE
1. No candidate shall be eligible for degree except by completing the prescribed course of study i.e. two years and passing all the prescribed external examinations.

2. A candidate shall be declared to have passed the course if he/she scored a minimum of 50% marks in each subject.

3. 50% - Pass
   60% & above - I Class
   50% to 60% - II Class
FIRST YEAR

1: INTRODUCTION TO SOCIAL WORK


Text Books

Reference Books

II: SOCIAL CASE WORK AND GROUP WORK

2) Case Work Situation: Relationship between the case worker and client: Its nature and dynamics, skills in initiating and sustaining rapport with the client. Transference and Counter Transference, Case Work Practice: Phases: (a) Study and fact finding (b) Analysis, assessment and identification of problem of work (c)


4) **Social Group Work:** Social Group Work: Definition, Nature, Objectives, Basic assumption and. Philosophy underlying social Group Work, Principles of Group Work, Relationship between case work and group work. Group Process: Bond, acceptance, rejection, isolation, sub groups, conflict. Group Dynamics: definition and assumptions, Group membership, group norm, group cohesiveness, group morale, group attraction and Leadership. Group Work Practice: intake study, goal setting, action, evaluation, Stages of group development, group work and group therapy.

5) **Application of Group Work:** Group work practice in Different setting, Institutions for children, Family service organizations, correctional settings, Community Development settings, Community based organizations, Educational institutions, Mental Health institutions, Home for the Aged, Limitations of group work practice.

**Text Books**

**Reference Books**

**III: SOCIAL POLICY AND SOCIAL WELFARE ADMINISTRATION**

2) **Policy Making processes and structures**: The role of Executive, Legislative and Judiciary, pressure groups, NGOs and Mass media, Policy implementation: role of government and non governmental organizations. Problems of policy implementation - Analysis of different policies of the state and central governments.


4) **Personnel administration**: Selection of staff, orientation, placement, service conditions, promotions, discipline, welfare programmes for staff – Financial administration: budgeting, accounting, bookkeeping and fund raising – Office administration: Office management and maintenance of records – Supervision, evaluation and public relations.


**Text Books**

**Reference Books**

**IV: SOCIAL WORK AND THE MARGINALISED**
1) **Classification of Marginalised**: Concept, Meaning, Classifications, Demographic characteristics, Problems and Prospects.

2) **Profile of SC/ST**: demographic features of SC/ST and their status with specific reference to socio-economic, cultural, educational and religious correlates. Untouchability, Discrimination.

3) **Constitutional Provisions**: Constitutional provisions and Legislative measures, regarding removal of social disabilities, protective discrimination (reservation) and political will. UN Declaration of Human Rights and the Role of Gandhi, B.R. Ambedkar and Periyar Social equality.
4) **Profile of Children in difficult circumstances:** Demographic characteristics of disadvantaged children with reference to India—Children in difficult Circumstances, Child Labour—Juvenile Delinquency—Street Children—Child abuse (Causes, Problems and Solutions)

5) **Profile of Women of in India:** Their status with specific reference to socio-economic, cultural, educational and religious correlates. Problems of Women, (Womb to tomb).

**Text Books**

**Reference Books**

**V: SOCIAL WORK RESEARCH AND STATISTICS**
3) **Sampling and Data Collection:** Sampling: Sample and population purposes of sampling. Methods: Probability and Non — Probability. Data Collection: Observation, questionnaire / Interview schedule, Interview — Kinds, uses and limitations of each of these tools.
Text Books

Reference Books

SECOND YEAR
VI: COMMUNITY ORGANISATION AND SOCIAL ACTION


5) Methods of Social Action: Scope of Social Action in India, Social Action to deal with Social problems, social advocacy, social legislation, social advocacy, lobbying, public interest litigation, social activism, Social movements in India. Role of social worker in Community Organisation and Social action.

Text Books
2) Gangrade, K.D. Community Organisation in India, Popular Prakashan, Bombay, 1975.
Reference Books

VII: COMMUNITY DEVELOPMENT
1) Rural Community Development: Definition – Concept – Philosophy, Principles and Objectives – Scope of Community Development- Community Development Process. Panchayat Raj and local self governance -Administrative and setup and functions.
2) History of Rural Community Development in India: Srinikethan Experiment, Marthandam Project, Braynes Experiment, Rural Reconstruction Project in Baroda, Firks Development Scheme in Madras, Nilokheri Experiment. Etwah Pilot Project.
4) Urban Community Development: Characteristics of Urban Life, Urban services, and deficiencies, Origin of Community development programmes in India. Delhi and Baroda urban community development project of India. Extension programmes of Central Social Welfare Board.

Text Books
1) Rajeswar Dayal, Community Development Programme in India, Kitab Mahal, Allahabad, 1967.

Reference Books

VIII: HUMAN RESOURCE MANAGEMENT


Text Books

Reference Books

IX: COMMUNITY HEALTH AND MEDICAL SOCIAL WORK

1) Community Health: Concept of Community health problems in India – Concept of integrated health service – The Primary Health Centers, their organizations and functioning – Implementation and utilization of health programmes in Rural and Urban communities.

2) Health care of the Special Groups: Maternal and child health services, Occupational health – Industrial health – School health.

3) Hospital as a Social Organisation: Types of Hospitals, Functions of Hospitals, interpersonal relationship in Hospital settings. The role of Doctors and Nurses.


5) Role of Social Worker in Hospital Setting: STD/HIV Clinic – Cardiology department, T.B. and Cancer Hospitals – Accident Prevention – Suicide Prevention – Alcoholism and Drug Abuse prevention.

Text Books

Reference Books
2) Gartley and Jaco, (ed,) Patients, Physicians and Illness, the Free Press, 1958.
3) Hawkins and Norman, Medical Sociology Theory, Scope and Method, 1958.

X: PROJECT REPORT AND VIVA-VOCE

The candidates are expected to choose a topic on their own and they have to collect data by conducting field work and prepare a project report and submit the same at the end of the II year which will be evaluated for a total of 100 marks.