

**MADURAI KAMARAJ UNIVERSITY**  
**NEW SYLLABUS FOR M.A. SOCIAL WORK**  
**(Non – Semester)**  
**DIRECTORATE OF DISTANCE EDUCATION**  
**(Effective from the academic year 2013 – 2014 onwards)**

**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**

**I year**

	Title of the Paper	Hours	Passing Minimum	Maximum Marks
I	Introduction to Social Work	3	50	100
II	Social case Work and Group Work	3	50	100
III	Social Policy and Social Welfare Administration	3	50	100
IV	Social Work and the Marginalized	3	50	100
V	Social Research and Statistics	3	50	100

**II year**

VI	Community Organization and Social Action	3	50	100
VII	Community Development	3	50	100
VIII	Human Resource Management	3	50	100

IX	Community Health and Medical Social Work	3	50	100
X	Project report and Viva-voce	3	50	100

## 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 the not be less than 4 pages each.

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

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 the 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**

- 1) **Social Work:** Social Work Concept, Definition, Objectives and Scope-Basic Concepts in Social Work: Social Service, Social Welfare, Social Development, Social Security, Social Work Models.
- 2) **Social Work as a Profession:** Social Work Profession, Historical Development of Social Work in UK, USA and India, Principles and Philosophy of Social Work. Professional ethics in Social Work.
- 3) **Methods of Social Work:** Methods of Social Work ,Direct methods – Social Case Work – Social Group Work – Community Organization. Indirect Methods: Social Action – Social Work research – Social Welfare administration.
- 4) **Fields of Social Work:** Importance of field for Social work. Fields of Social Work : Family and child Welfare, Medical Social Work, Correctional Social Work, Labour Welfare, Community development (urban and rural) Settings.
- 5) **Training/Field Work in Social Work:** Need of Field Work/Training for Social Work. Role of Government and Voluntary Organisations in promoting Social Welfare, Association of Schools of Social Work. Roles and Skills of a Social Worker, Status and Problems of Social Work practice and recognition of Social Work Practice in India.

#### **Text Books**

- 1) Jacob, K.K.Social Work Education in India, Himanshu Pub. New Delhi, 1994.
- 2) Batra Nitin (2004), Dynamics of Social Work in India, Jaipur, Raj Publishing House.

#### **Reference Books**

- 1) Compton Beulah, R. Introduction to Social Welfare and Social and Social Work, the Dosery Press, Illionis, 1980.
- 2) Gore, M.S.Social Work and Social Work Education in India, Asia Publishing House, Bombay, 1965.
- 3) Chowdhry, P. Introduction to Social Work, Athmaram & Sons, New Delhi, 1989.
- 4) Das Gupta, S. Towards a Philosophy of Social Work in India, Popular, New Delhi, 1992.
- 5) Banerjee, G.R. Courses on Social Work: an Indian Perspective, Tiss, Bombay, 1991.
- 6) Joshi S C, The Hand Book of Social Work, Akansha Publishing House, New Delhi (2004)

### **II: SOCIAL CASE WORK AND GROUP WORK**

- 1) **Social Case Work:** Social Case Work-Nature, Definition and Objectives, Social Case Work and its relation to other methods of Social Work, Historical Development of Case Work in USA and India, Basic principles underlying case work practice. Socio – cultural factors influencing case work practice-scope and limitations of case work practice.
- 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)

Helping phase, and (d) Terminating phase Techniques of Social Case Work at each phase. Home Visits, Environmental modification and collateral contacts. Recording: Structure and Content of a case record. Methods of recording: narrative, condensed, topical, analytical and summary.

- 3) **Types of Social Case Work Practice:** Models of Social Case Work Practice: Functional, Problem solving, Crisis Intervention, Family Centered Approach. Case Work Counseling – Psychotherapy – Similarities and differences with Case Work. Use of Psychiatric consultation and testing for case work practice. Practice of Social Case Work in different settings.
- 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**

- 1) Timms, Noel, Social Case Work – Principles and Practices, London Routledge and Kegan Paul, 1964.
- 2) Wilson, Gertude and Ryland, Gladys, Social Group Work Practice, Houghton Mifohi Company, Boston, 1988.
- 3) Konopka, Social Group Work: A helping Process, Prentice hall, New Jersey, USA, 1983

#### **Reference Books**

- 1) Pippins, J. Developing Case Work Skills, Sage Publications, California, 1980.
- 2) Tilbury, DEF., Case Work in Context – A Basic for Practice, Pergamon Press, Oxford, 1977.
- 3) Smalley and Ruth Elizabeth, Theory of Social Work Practice, Columbia Univ, Press, N.Y.London, 1971.
- 4) Mathew, Grace, Social Case Work, Tata Institute of Social Sciences, Bombay 1973.
- 5) Trecker, H.B. Social Group Work, Association Press, New York, 1990.

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

- 1) **Meaning of Welfare State,** Concepts of Rights, Justice, Citizenship. Relationship between civil society, state and Governance. Various theories of Welfare States, types of Welfare states.

- 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.
- 3) **Social Work Administration**: Definition, Characteristics, Social Work Administration as a method of social work. Social Work Agency : Organizational structure – Boards and Committees; Functions and Qualities – Administrative Process: Policy formation, Planning decision making, Co-ordination, communication.
- 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.
- 5) **Welfare Organizations**: A study of: Central Social Welfare Board, State Social Welfare advisory Boards – Indian Council of Social Welfare – Indian Council of Child Welfare – Nehru Yuvek Kendra – Y.M.C.A – C.A.SA. – C.A.R.E. Ministry, Department of Social Welfare – role of voluntary agencies in social welfare, Problems faced by voluntary agencies. Co-ordination and co-operation between voluntary and government welfare agencies.

#### **Text Books**

- 1) Dennison, D. and Chapman, Social Policy and Administration, George Allam and Unwin, London, 1985.
- 2) Worham and Hoyes, An introduction to 1971 Administration for Social Workers, Houtledge and Kegan Paul, London, 1987.

#### **Reference Books**

- 1) Chowdry and Paul, Social Welfare: in India, Sterling Pub., New Delhi, 1979.
- 2) Dubey, S.N. Administration of Social Welfare Programmes in India, Somaiya Pub., Bombay, 1967.
- 3) Bose, A.B., Social Welfare Planning in India, U.N. Pub., Bangkok, 1968.
- 4) Chopra, R.K. Office organization and Management, Himalaya Publications, Bombay, 1967.
- 5) Fried and Walter, Introduction to Social Welfare, Prentice Hall, New Jercey.

### **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**

- 1) Ahuja Ram, Social Problems in India, Rawat Publications India, Jaipur, 1977.
- 2) Memoria, C.B. Social disorganization in India, Kitab Mahal, Allahabad, 1984.

#### **Reference Books**

- 1) Merton, K.Robert and Nisbet, Contemporary Social Problems, Harcourt Brace Jovanovich, New York, 1979.
- 2) Kart and S. Cary, Exploring Social Problems: Reading and Research, Alfred Publishing Co., Inc., California, 1978.
- 3) Stanley D.Eitzen, Social Problems, Allyn and Bacon, London, 1983.
- 4) Lemert, M.Social Pathology, McGraw Hill Book Company, INC, New York, 1951.
- 5) Madan, G.R. Indian Social Problems, Allied Publishers, Pvt., Ltd., New Delhi. 1966.

### **V: SOCIAL WORK RESEARCH AND STATISTICS**

- 1) **Social Work Research:** Social Work Research: Definitions and objectives. Social Research and Social Work Research – steps in Social Work Research. Research Design: Definition and Importance, Types: Exploratory – Descriptive – Diagnostic and Experimental.
- 2) **Research Process:** Problem Identification: Criteria for the selection of research problem. Problem formulation. Operationalization of Concepts, Identification of variables. Kinds of variables, Hypothesis: Meaning, Functions. Sources Guiding Consideration in formulation of Hypothesis.
- 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.
- 4) **Report Writing:** Report Writing: Format of a research report. Styles, use of tables and charts, Foot- notes. Bibliography – Preparation of abstracts.
- 5) **Statistical Techniques:** Statistics: Use and Limitations of Statistics of Social Work Research. Measures of Central Tendency: Arithmetic Mean – Median – Mode. Measures of Dispersion: Quartile Deviation – Mean Deviation – Standard Deviation – Co- efficient Variation.Measures of Correlation / Association: Karl Pearson's Co-efficient Correlation- Rank Correlation Co-efficient. Tests of Significance: Chi- Square Test and 't' test.

### **Text Books**

- 1) Goode and Hatt, Methods in Social Research, McGraw Hill, London, 1985.
- 2) Wilkinson and Bhandarkar, Methodology and Techniques of Social Research, Himalayan Publishing House, Bombay, 1977.

### **Reference Books**

- 1) Seltiz, et. al., Research Methods in Social Relations, Holt, Rinehart, Winston, INC., New York, 1962.
- 2) Kerlinger and Fred, Foundations of Behavioural Research, Holt, Rinehart and Winston, INC., Chicago, 1973.
- 3) Corroll and Carroll, Methods of Sociological Research, Sadhna Prakashan, Meerut, 1971.
- 4) Young and Pauline, Scientific Social Surveys and Research, Prentice Hall, New Delhi, 1968.
- 5) Babbie and Earl, The Practice of Social Research, Wards Worth Publishing Co., California, 1975.

## **SECOND YEAR**

### **VI: COMMUNITY ORGANISATION AND SOCIAL ACTION**

- 1) **Community Organisation:** Community Organisation, Definition – objectives – Principles – Community Organisation as a method of Social work. Community Organisation and Community development.
- 2) **Methods of Community Organisation:** Methods of Community Organisation: Planning – education – communication – community participation – collective decision making – involvement of groups and organizations – resource – mobilization – community action – legislative and non-legislative action – Co-ordination.
- 3) **Phases of Community Organisation:** Phases of community organization study analysis – assessment – discussion – organization – action – evaluation – modification – continuation. Uses of social survey – community study. Community organization during natural disaster and manmade disasters. Community organisations in slums. Community Organisation for promoting public health and family welfare.
- 4) **Social Action:** Social Action, Definition – objectives – Principles – methods and strategies of social action. Social action as a method of social work. Social action and social reform. Social action and social legislation.
- 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**

- 1) Dunham, E.Arthur, Community Welfare Organisation Principle and Practice, 1985.
- 2) Gangrade, K.D. Community Organisation in India, Popular Prakashan, Bombay, 1975.

## Reference Books

- 1) Hillman and Arthur Community Organisation and Planning, The Macmillan Company, New York, 1967.
- 2) Ross Murray G. Community Organisation Theory and Principles, Harper and Brothers, New York, 1977.
- 3) Murthy, M.V. Social Action, Asia Publishing House, Bombay, 1987.
- 4) Murphy and G. Campbell, Community Organisation Practice, Houghton Mifflin Co., New York, 1984.
- 5) Morgan, A.E., The small Community, Harper Brothers, 1986.

## 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.
- 3) **Rural Reconstruction:** Land Reforms in India – Community Development Programme – Rural Co – operatives – Role of Nationalized Banks and NGO in Rural Development. Various rural development programmes, TRYSEM, RLEGP, NREP, SHP – Objectives – Characteristics – Organization and Administration, Mahatma Gandhi National Rural employment Guarantee Programme.
- 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.
- 5) **Agencies in Urban Community Development:** Municipal Administration: Structure, function, personnel and finances, Functions of various departments in Municipality. Town Panchayats – Townships and Cantonments – Metropolitan Development Authorities – Housing and Urban Development Corporation. Tamil Nadu slum Clearance Board. Contribution of NGO's to Urban Community Development – Role and Function of NGO's.

## Text Books

- 1) Rajeswar Dayal, Community Development Programme in India, Kitab Mahal, Allahabad, 1967.
- 2) Vibhooti and Shukla, Urban Development and Regional Policies in India, Himalaya Pub., Bombay, 1988.

## Reference Books

- 1) Srinivas, M.N. Indian Villages, Asia Pub., Madras, 1968.
- 2) William and J. Biddle, The Community Development Process: The Discovery of Local Initiative, Holt Rinchart and Winston, New York, 1965.
- 3) Harichandran, C. Panchayat Raj and Rural Development, Concept Pub., New Delhi, 1993.



- 4) Thudipara and Jacobz, Urban Community Development, Rawat Pub., New Delhi, 1993.
- 5) Aray & Abbais, Urbanisation and its Environmental Impacts, Discovery Pub., New Delhi, 1995.

### **VIII: HUMAN RESOURCE MANAGEMENT**

- 1) **Human Resource Management:** Meaning, Nature, Scope, objectives – Personnel Management Vs HRM- Importance of HRM, Problems of HRM, HRM as a profession. Functions of HRM, Classification of HRM.
- 2) **Human Resource Planning, Selection and Recruitment:** Human Resource Planning, Meaning – Need and Importance, Factors Influencing Recruitment, Recruitment Policy, Problems in Recruitment. Selection, Meaning, Factors affecting selection decisions, selection policy, steps in selection. Placement, Meaning and Principles, Placement Policy, – Induction.
- 3) **Job Analysis, Description, Evaluation, Design:** Job Analysis: Meaning of Job and Job analysis, Purpose, Uses, Contents, Steps in Job Analysis, Techniques of Job Analysis. Job Description, Purpose, Contents, Uses, Limitations, Guidelines for job description, Job Specifications. Job Evaluation, Meaning, Objectives, Procedure, Uses, Limitations, Job Evaluations Methods.
- 4) **Development of Human Resources:** Meaning of Training, development and education: Training Need and Importance, Objectives, Types, Steps in Training Programme, Organisation of Training Programmes, Evaluation of Training Programmes. Techniques of Training and Development: Training and Development in India, Need, Training Courses, Training Institutes, Problems, Government Policy.
- 5) **Performance Appraisal:** Meaning, Need and Importance, Objectives, Problems in Performance Appraisal, Factors influencing Performance Appraisal, Responsibility for Appraisal, Techniques of Performance Appraisal, Traditional Techniques, Straight Ranking Method, Paired Comparison Method, Man – to – Man Comparison Method, Grading Method, Linear Rating Method, Forced Choice Description Method, Free Essay Method, Critical Incident Method, Group Appraisal Method, Field Review Method. Modern Techniques of Performance Appraisal, Appraisal by MBO, Assessment Centre Method, Human Assets Accounting Method, Behaviour – Anchored Rating Scales. Quality of Work Life: Meaning, Issues in Quality of Working Life, Measuring Quality of Working Life, Obstacles to Quality of Working Life, Programmes. Quality Circles, Techniques, How to Make Quality Circles Effective.

#### **Text Books**

- 1) Yodar and Dale, Personnel Management and Industrial Relations, Prentice Hall of India, New Delhi, 1986.
- 2) Jucions, M.J. Personnel Management, Richard D. Irwin, Home Wood, 1961.

#### **Reference Books**

- 1) Flippippo, E.E. Personnel Management, McGraw Hill Kogahusha, New Delhi, 1989.

- 2) Robbins, P.Stephen, Personnel Management of Human Resources, Prentice Hall Inc. Eagle Wood Cliffs, New Jersey, 1991.
- 3) Memoria, C.B. Personnel Management, Himalaya Publishing House, Bombay, 1993.
- 4) Muniramppa C.M., A.Shankaraiah, kamaraju Panthulu, Personnel Management and Industrial Relations, Excel Publications, New Delhi, 1988.
- 5) Agarwal, R.D., Dynamics of Personnel Management in India, Tata McGraw Hill Book Company, New Delhi, 1994.

### **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.
- 4) **Rehabilitation:** The concept, The Principles of medical rehabilitation, Rehabilitation agencies: state and private, counseling as a method of rehabilitation.
- 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**

- 1) Freeman, H. Handbook of Medical Sociology, Einglewood cliffs, Prentice Hall, 1963.
- 2) Cockerham and William, Medical Sociology, Prentice Hall, New Jersey, 1982.

#### **Reference Books**

- 1) Fred and Davis, (ed.) The Nursing Profession Five Sociological Essays, John Wiley and Sons, New York, 1966.
- 2) Gartley and Jaco, (ed.) Patients, Physicians and Illness, the Free Press, 1958.
- 3) Hawkins and Norman, Medical Sociology Theory, Scope and Method, 1958.
- 4) Bartiell and M. Harriet, Social Work Practice in Health Field, National Association of Social Workers, New York, 1961.
- 5) Goldstine Dors, Expanding Horizons in Medical Social Work, University of Chicago Press, 1955.

### **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.