

TUMKUR UNIVERSITY

DEPARTMENT OF STUDIES AND RESEARCH IN SOCIAL WORK

University Campus, B.H. Road, Tumakuru – 572 103, Karnataka, India



**REGULATIONS, COURSE STRUCTURE AND SYLLABUS
FOR
Master of Social Work (MSW)**

Prepared in accordance with ‘Choice-Based Credit System’

(With effect from the academic year 2018-19)

TUMKUR UNIVERSITY
DEPARTMENT OF STUDIES AND RESEARCH IN SOCIAL WORK

Proceedings (Minutes) of the BOS Meeting

15th January, 2018 - 10AM, Dept of Studies and Research in Social work

Proceedings of the meeting of the Board of Studies in Social Work held on 15th January, 2018 at the Department of Studies and Research in Social Work. Dr.Sadananda Maiya Block, Tumkur University, Tumkur.

Members Present:

Dr.Ramesh B	Chairman
Dr.Parashuram K,G	Member
Dr.Lokesh M.U	Member
Dr.S.Y.Swadi	Member
Dr.Ashok Antony D'Souza	Member

Proceedings

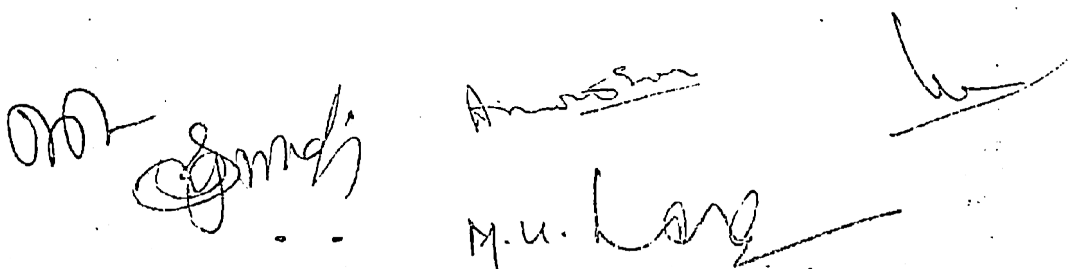
At the outset, Dr.Ramesh. B Chairman of the BOS in Social work welcomed all the members present, explained the purpose of the meeting and the agenda in brief, then the agenda was taken up for discussion.

Agenda 1 - Preparation of Panel of Examiners

The Chairperson requested the Board Members to prepare the Panel of Examiners for the 'Master of Social work' and Pre PhD program for the academic year 2018-19.

Resolution

The Board prepared the Panel of Examiners (internal and external) and resolved to recommend to the University, the said panel. The List is enclosed as *annexure 1*.



Agenda 2 -- Revision of MSW CBCS Course Curriculum

The Chairman explained briefly about the University commitment to modify the Syllabus of PG Social work under Credit based Choice System. He also explained the features of CBCS and requested all the members to co-operate and to modify the curriculum for 'Master of Social work' program as per the Tumkur University Regulations of CBCS.

The BOS members discussed the agenda in detail and drafted the course curriculum including the scheme of instruction, eligibility criterion, etc. The Board also modified and drafted detailed syllabus where ever necessary.

Resolution:

The Board unanimously resolved to modify and adopt the Syllabus for 'Master of Social work' PG program of Tumkur University with effect from the Academic Year 2018-19 and recommended the University to adopt detailed curriculum drafted, which is provided in *Annexure-2*.

Agenda 3 -- Preparation of Scheme of Examination and Pattern of Question papers.

The Chairman explained the guidelines relating to scheme of examination and pattern of question papers setting and requested the Board to work out the pattern of question paper to be adopted to the program. Accordingly the Board went through the guidelines provided for Scheme of Examination and pattern of question papers.

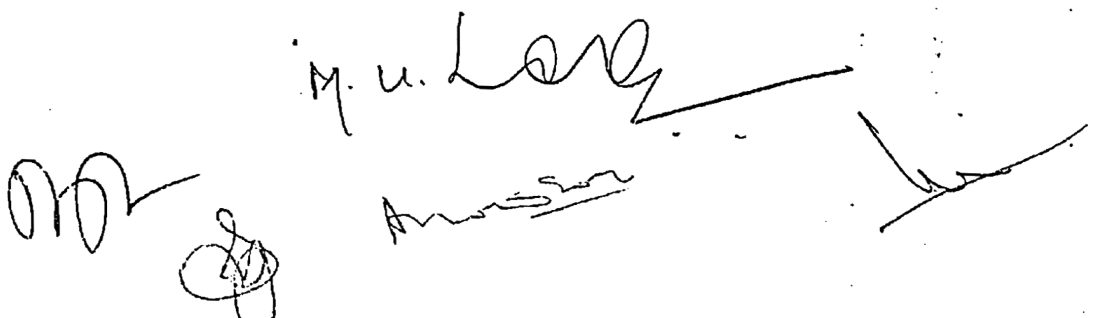
Resolution

The Board worked out the detailed pattern of question papers and resolved to recommend the same to the University to adopt it from the academic year 2018-19. Enclosed as *Annexure 3*.

Agenda 4 Preparation and Approval of Syllabus for Ph.D Course work

The Chairman explained briefly about the University commitment to adopt CBCS for Ph.D Course work. He also explained the features of CBCS for Ph.D Course work and requested all the members to prepare the Course work curriculum for Ph.D Course work as per the Tumkur University Regulations of CBCS.

The BOS members discussed the agenda in detail and drafted the course curriculum of Ph.D Course work. The Board prepared the detailed syllabus of Ph.D Course work..

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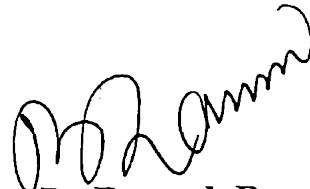
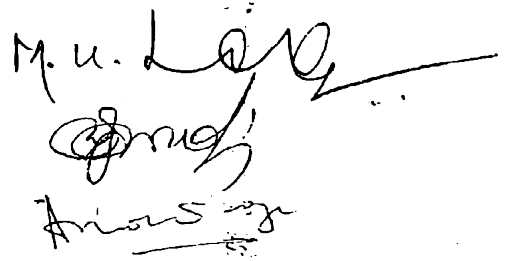
Resolution:

The Board unanimously resolved to approve and adopt the Syllabus for Ph.D Course work of Tumkur University and recommended the University to adopt detailed curriculum drafted, which is provided in *Annexure-4*.

At the end, the Chairperson thanked all the members for having spared their valuable time and extended their cooperation.

Members Present in the meeting

Dr.Ramesh B	Chairman
Dr.Parashuram K,G	Member
Dr.Lokesh M.U	Member
Dr.S.Y.Swadi	Member
Dr.Ashok Antony D'Souza	Member

Signatures

Dr.Ramesh B
Chairman

**Regulations Governing the Degree of Masters in Social Work
(MSW)**

Tumkur University, Tumakuru

**Prepared in accordance with 'Choice-Based Credit System'
(With effect from the academic year 2018-19)**

Objectives of the Course:

- To impart education and training in Professional Social Work to those desirous of making a career in the fields of Social Work.
- To develop knowledge, skills, attitudes and values appropriate to work with individuals, groups and communities.
- To provide inter-disciplinary collaboration for better understanding and addressing of problems/issues related to human development.
- To promote among students a sense of dedication and commitment for appropriate service to cause of the poor, under-privileged and disadvantaged sections of society.

Title of the Course:

The course shall be called '**Master of Social Work**' leading to '**MSW**' Degree.

Duration of the Course:

The Course of study for **MSW Degree** shall extend over a period of four Semesters, normally extending to two academic years.

Eligibility for Admission:

Any degrees with aggregate of 45% in all the subjects including languages are eligible to apply. In case of candidates belonging to SC/ST/Cat-1, there shall be a relaxation of 05%. The eligibility for admissions shall be as per the general guidelines/orders of the Tumkur University/Government of Karnataka, as notified from time to time.

Selection Procedure:

Candidates shall be admitted to MSW course based on the marks obtained by the candidate in the qualifying examinations and the reservation guidelines/orders issued by *Tumkur University/Government of Karnataka* from time to time.

Seats:

Number of seats for MSW course shall be as per the Regulations of the Tumkur University, notified from time to time. 50% of the seats shall be reserved for candidates with BSW Degree. In case of vacancy in any category among BSW seats, the same may be transferred to other candidates and vice versa.

Attendance Requirements in each semester:

- *Theory:* As per the University Regulations in force.
- *Field Work Practicum:* Fifteen hours of field work per week and minimum of 75% of attendance shall be compulsory. A student who fails to satisfy the required percentage of attendance in fieldwork practicum in any semester is required to repeat the Field Work Practicum *after the completion of the course*.

FIELD WORK PRACTICUM**OUT LINE FOR FIELD WORK PRACTIUM:**

Every student of first, second, third and fourth semester is required to undergo fieldwork practicum two days in a week with commitment, dedication and with appropriate professional behavior.

Before placing the students for concurrent fieldwork, *orientation observational visits* shall be organized for *first* and *third* semester respectively.

The students in the agencies allotted by the department/colleges shall do the fieldwork concurrently two days in a week.

The student shall put in not less than 15 hours a week for fieldwork training, not less than 24 visits in the first semester. In the second semester, field work practicum should comprise minimum of 15 days of concurrent

field work and 5-7 days of social work camp. Both the components of field work are mandatory.

In the first and second semesters students shall be placed for field work practicum in Government Departments, Non-governmental Organizations, panchayat institutions, counselling centers and community development projects of hospitals, innovative projects, and other developmental agencies/projects only and shall not be placed in Industries and Medical and Psychiatric departments in hospitals.

The students who undergo concurrent field work practicum in the Industries in the third semester shall be placed for field work practicum in hospitals/Govt/Non-governmental/other developmental organizations/projects in fourth semester concurrent field work. However, the Block Placement in the fourth semester shall be as per the choice of the students. Minimum of 24 concurrent field work visits in the third and fourth semester and minimum of 25 days in the Block Placement are mandatory.

The Chairman/Principals/Field Work Coordinators and the faculty members shall help the students' in getting the permission for field work from agencies. However, the students also shall be responsible for getting the permissions for field work practicum.

Social Work Camp in the second semester:

For the second semester students, Social Work Camp shall be conducted for 5 to 7 days, under the direction of at least two faculty members. Objective of the camp is to provide the students to acquire skills in planning, organizing, handling regulations, decision making and collectively contribute to the chosen cause in the area where camp is held. Generally camps are held in rural areas. However, if the department council so desires, the camps can be organized in relief and tribal areas.

Responsibilities of Staff involved in Field Work Practicum

(Basic Functions outlined)

Field Work coordinator: The Department Council in Social Work shall nominate a Field Work Coordinator for first and third, second and fourth semesters, respectively. The Field Work Coordinator is responsible for:

- Responsibility of planning and monitoring fieldwork programme including networking with agencies;

- Make a purposeful distribution of students among the staff for fieldwork supervision;
- Preparation of placement in consultation with the Department Council/staff;
- Arrangement of Orientation Visits; and
- Supporting and networking between students, Department staff and Field Work Agencies.

Faculty Supervisors:

- Every staff member is required to visit regularly to supervise and monitor the fieldwork training components of students placed under him/her;
- Three-way matching of students-agency-field work co-ordination in the department;
- Providing adequate supervision inputs to the agency supervisor; and
- Providing any support/assistance to the students for effective learning in the field.

Chairman/Head of the Social Work Department/Principals in affiliated Colleges:

- The Chairman of the Department Council in Social work/Head of Social Work Department/Principals in affiliated Colleges are responsible to provide adequate logistical support, leadership and encouragement of fieldwork programme.
- He/She shall ensure support, guidance and an ambience of learning both in the department and in the fieldwork agency.

Assessment of Practicum in all Semesters:

The Chairman of the Department of Studies and Research in Social work/Chairman of BOE in Social work shall conduct Viva-Voce examination in the department in all semesters for both the department students and students of affiliated colleges by inviting two examiners for each panel from the Panel of Examiners.

Field work practicum marks shall be awarded on the basis of assessing/evaluating the reports submitted by the students and performance in the Viva-voce examination.

- A maximum of 20% marks is awarded for the reports/records submitted by the student. This shall be assessed by the respective faculty supervisors.
- A maximum of 80% of marks shall be awarded for the evaluation of the field work reports submitted by students and student's performance in the viva-voce examination conducted by the two examiners.

The Department Council of Social Work shall take appropriate decision, evolve detailed guidelines, if required, and take any decision with regard to field work practicum and to resolve any problems with regard to field work practicum.

Criteria for allocation of internal assessment marks

Criteria for allocation of internal assessment marks shall be as per the Regulations of the Tumkur University, from time to time.

MSW Course Structure (CBCS)

I Semester

Sl. No.	Paper	Title of the paper	Instruction Hrs per Week	No. of Credits	Duration Of the Exam.	Marks		
						Internal Assessment	Semester End Exam	Total Marks
1	CPT-1.1	Introduction to Professional Social Work	4	4	3 Hrs	20	80	100
2	CPT-1.2	Human Growth and Development	4	4	3 Hrs	20	80	100
3	CPT-1.3	Social Case Work	4	4	3 Hrs	20	80	100
4	CPT-1.4	Social Group Work	4	4	3 Hrs	20	80	100
5	SPT-1.5A	Communication Skills for Social Workers	4	4	3 Hrs	20	80	100
	SPT-1.5B	Personal and Professional Growth	4	4	3 Hrs	20	80	
6	CP-FWP-1.6	Field Work Practicum-I (Concurrent Field Work)	16 (4)*	4	(Viva-voce)	20	80 (Viva-voce)	100
		Total	44	24				600

Note: CPT: Core paper theory SPT-Special Paper Theory CP-FWP: Core Paper Field Work Practicum. Note: Students are required to select options from either paper 1.5A or 1.5B

II Semester

Sl. No.	Paper	Title of the paper	Instruction Hrs per Week	No. of Credits	Duration of the Exam.	Marks		
						Internal Assessment	Semester End Exam	Total Marks
1	CPT-2.1	Community Organization	4	4	3 Hrs	20	80	100
2	CPT-2.2	Social Work Research and Statistics	4	4	3 Hrs	20	80	100
3	CPT-2.3	Counseling: Theory and Practice	4	4	3 Hrs	20	80	100
4	SPT-2.4A	Social Action, Networking and Advocacy	4	4	3 Hrs	20	80	100
	SPT-2.4B	Development Paradigms for the Empowerment of Marginalized	4	4	3 Hrs	20	80	
5	CP-FWP-II-2.5	Field Work Practicum– II (Concurrent Field Work and Social WorkCamp)	16 (4)*	4	(Viva-voce)	20	80 (Viva-voce)	100
6	OEP-2.6	To be offered by the Other Departments	4	4	3 Hrs	20	80	100
		Total	24	24				600

Open elective to be offered to the other Departments

Sl. No.	Paper	Title of the paper	Instruction Hrs per Week	No. of Credits	Duration of the Exam.	Marks		
						Internal Assessment	Semester End Exam	Total Marks
6	OEP-2.6	Life Skills for Quality Living	4	4	3 Hrs	20	80	100

Note: CPT: Core paper Theory OEP: Open Elective Paper CP-FWP: Core Paper Field Work Practicum. Note: Students are required to select options from either paper 2.4A or 2.4B

III Semester

S. No.	Paper	Title of the paper	Instruction Hrs per Week	No. of Credits	Duration of the Exam.	Marks		
						Internal Assessment	Semester End Exam	Total Marks
1	CPT- 3.1	Social Policy, Law, Governance and Social Work	4	4	3 Hrs	20	80	100
2	CPT-3.2	Medical and Psychiatric Social Work	4	4	3 Hrs	20	80	100
3	CPT-3.3	Human Resource Management and Development	4	4	3 Hrs	20	80	100
4	SPT-3.4A	Organisational Behaviour and Organisational Development	4	4	3 Hrs	20	80	100
	SPT - 3.4B	Social Entrepreneurship and Sustainable Development	4	4	3 Hrs	20	80	
5	CP-FWP - 3.5	Field Work Practicum–III (Concurrent Field Work)	16 (4)*	4	(Viva-voce)	20	80 (Viva-voce)	100
6	OEP-3.6	To be offered by the Other Departments	4	4	3 Hrs	20	80	100
		Total	24	24				600

Open elective to be offered to the other Departments

Sl. No.	Paper	Title of the paper	Instruction Hrs per Week	No. of Credits	Duration of the Exam.	Marks		
						Internal Assessment	Semester End Exam	Total Marks
6	OEP-3.6	Mental Health and Counselling	4	4	3 Hrs	20	80	100

Note: CPT: Core paper Theory CP-FWP: Core paper Field work Practicum SPT: Special paper theory OEP: Open Elective Paper. Note: Students are required to select options from either paper 3.4A or 3.4B

IV Semester

S. No.	Paper	Title of the paper	Instruction Hrs per Week	No. of Credits	Duration of the Exam.	Marks		
						Internal Assessment	Semester End Examn.	Total Marks
1	CPT-4.1	Management of Welfare Development Organizations	4	4	3 Hrs	20	80	100
2	CPT- 4.2	Rural, Urban and Tribal Community Development	4	4	3 Hrs	20	80	100
3	CPT- 4.3	Labor Legislations and Industrial Relations	4	4	3 Hrs	20	80	100
4	SPT- 4.4.A	Project Management for Participatory Development	4	4	3 Hrs	20	80	100
	SPT- 4.4.B	Women, Child and Correctional Social Work	4	4	3 Hrs	20	80	
5	CPD-4.5	Dissertation / Research Project	4	4	-	20 (Viva-voce)	80 (Report)	100
6	CP-FWP-I- 4.6	Field Work Practicum-IV (Concurrent Field Work and Block Placement)	16 (4)*	4	(Viva-voce)	20	80 (Viva-voce)	100
		Total	24	24				600

Note: CPT: Core paper theory FWP: Field work Practicum SPT: Special paper theory CPD: Core paper Dissertation Note: Students are required to select options from either paper 4.4A or 4.4B

*For all the Semesters in Field work practicum, two hours of fieldwork is equivalent to one hour of theory class. Hence, the workload for the Concurrent Field Work for every Faculty member is deemed to be four hours per week in every semester. Fieldwork supervision includes works such as providing orientation to fieldwork practicum in general and the specific fieldwork area and agency in particular; periodic visits to the field work agency; conducting Individual Conferences and Group Conferences on a weekly basis; and conducting periodic assessments.

FIRST SEMESTER

PAPER: CPT-1.1 INTRODUCTION TO PROFESSIONAL SOCIAL WORK

Objectives:

(Total-64 hours)

- To infuse Philosophical foundation and value base of social work profession.
- To develop an insight into the historical context of origin and development of social work Profession.
- To understand the impact of contemporary ideologies on social change and Social work.

Unit-1: Meaning and Definitions of Social Work

10 hours

- Definition, Objectives, Philosophy, scope.
- *Concept of related terms:* Social service, Social welfare, Social development, Social reform, Social Security, Social Justice.
- Introduction to the Methods of Social Work.

Unit-2 Social Work profession in India:

10 hours

- Guiding Principles of Social work practice
- Values and code of ethics in social work practice.
- Social work as a profession; Attributes of a profession, social work as a profession, social workers as a professional.

Unit-3 Evolution of social work:

10 hours

- Historical development of Social work in the west. (UK and USA).
- Historical development of Social work in India.

Unit-4 Contemporary Ideologies of Social work profession

12 hours

- Concept of Ideology
- *Indian history of ideologies of Social Work profession: Beginning of Social work education, Professionalization of Social Work.*
- Contemporary ideologies for social change and professional social work
- Contemporary process of Systematic Marginalization of Vulnerable groups.
- Emerging ideologies of professional social work and challenges ahead.

Unit-5 Fields of social work:

20 hours

- Social work in Community Development and correctional setting
- Medical and Psychiatric social work
- Family, Women and child centered Social work
- Industrial social work
- Social work with marginalized sections of the society

- Social work with Vulnerable groups in the society
- Emerging Areas of Social Work: Environmental Protection, Disaster management, HIV/AIDS, Gerontological Social Work and Human Rights, etc.,

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UH Class OET (2016) Introduction To Social Work, University of Houston: Available at
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PAPER: CPT-1.2 HUMAN GROWTH AND DEVELOPMENT

Objectives

(Total-64 hours)

- Develop an overall understanding of the principles of human growth and development, their relevance and application to behaviour at various phases in the life span
- Understand interactional nature of growth and behaviour at various stages in the life span: infancy, childhood, adolescence, youth, adulthood and old age, and impact of cultural aspects
- Understand the twin roles of individual's heritage and environmental influences in growth and development.

Unit-1 Introduction to Periods in Lifespan Development 10 hours

- Different periods in lifespan development
- *Prenatal and Infancy*: Overview of prenatal stage
- Definition, Physical growth and development in infancy (reflexes, emotional states, Physical growth & motor development, brain).
- Developmental tasks of infancy

Unit-2 Early Childhood and Middle Childhood 10 hours

- *Early Childhood Period (2 to 6 years)*
- Definition, overview of early childhood years, highlights, developmental tasks.
- Importance of play for all round development.
- *Middle Childhood (6 to 9 years)*
- Definition and Developmental tasks
- School – its significance & importance, effects of success & failure
- Peer group - importance & significance, functions

Unit-3 Adolescence and Young Adulthood 10 hours

Adolescence (9 to 20 years)

- Definition, period of storm & stress
- Physical development – puberty, growth spurt, primary & secondary sex characteristics, early & late maturation
- Socialization
- Choosing career – Stages and factors affecting choice

Young Adulthood (21 to 40 years)

- Definition of an “Adult”.
- Developmental tasks of a young adult and significance of the period responsibilities and adjustment: New family, work place, parenthood, independence, financial matters.

Unit-4 Middle hood and Late adulthood

10 hours

Middle Adulthood (41 to 60 years)

- Definition, Physical changes (senses, diseases) Menopause, Health issues

Late Adulthood and Aging (61 years and above)

- Definition, Physiological changes, and health problems
- Death: Preparation & coping strategies
- Relevance of social work practice across the stages development.

Unit-5 Social and Psychological dimensions across the different stages of Development

15 hours

Psychological Dimension for Assessing Social Functioning across the different stages

- Psychodynamic Theory
- Erikson’s Psychosocial Development
- Learning Theory
- Social-Learning Theory

Social Dimension for Assessing Social Functioning across the different stages

- Social Theory
- Ecological Systems Theory
- Modern Functionalism Theory
- Conflict Theories

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Journal of Applied Developmental Psychology	: http://bit.ly/2nG9mTl
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PAPER: CS-1.3 SOCIAL CASE WORK

Objectives: (Total-64 hours)

- To understand case work as method of social work and to understand values and principles of working with individuals.
- To enhance understanding of the basic concepts, tools and techniques in working with individuals and families in problem solving and in developmental work
- Develop appropriate skills and attitudes to work with individuals and families

Unit-1 Meaning and Definitions of Case work: 12 hours

- Definitions, Meaning, Nature, and Purpose of Case Work
- Importance of Social Case work and its relationship with other methods of Social Work
- Historical development of Social Case work with special emphasis on the Indian context

Unit-2: Principles and skills in Case work practice: 12 hours

- Principles of Case work practice, and Skills in Social Case Work Practice.
- Components of Case work practice
- Importance of Case Worker-Client Relationship; Characteristics of professional relationship: *empathy, transference and counter transference, resistance, sustaining the relationship, non-possessive, warmth, genuineness and self-disclosure;*
- Case work tools: *Interview, home visit, observation, listening, communication skills, rapport building.*
- Techniques of casework: *Supportive, resource enhancement. Use of counseling in case work.*
- Self as a professional: Professional self- Conflicts and dilemmas in working with individuals.

Unit-3; Theories and Approaches in Social Case Work: 15 hours

- Psycho-Social approach, Functional approach, Problem-solving approach, Crisis Theory, Family Intervention, Behavioural Modification, Holistic approach.
- Social casework recording: need, importance & types of recording.

Unit-4 Case work process: 10 hours

- **Intake:** meaning, steps, referral- types and stages,
- **Study:** meaning, tools used, procedure followed in the study process: *Interviewing, rapport building, Home visits & Reaching out, Collateral contacts & Relationship;*

- **Social Diagnosis:** meaning, types and models;
- **Treatment/ Intervention:** meaning, objectives, goals and goals setting & treatment planning techniques; *supportive/Environmental manipulation, reflective/ practical help or material help & direct treatment/ counseling.*
- **Evaluation:** meaning, objectives, types, methods, techniques,
- **Termination-**meaning, reaction to termination, decision and planning to termination
- **Follow-up-** meaning, purpose and types.

Unit-5 Application of Social Case Work in different settings &

Clientele groups: 15 hours

- Medical and Psychiatric settings,
- Family and Child Welfare settings:
- Community Settings:
- Industries and Correctional Institutions, etc.,

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Social Work (NASW Press)	: http://bit.ly/2DYNSIz

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PAPER: CS-1.4 SOCIAL GROUP WORK

Objectives: (Total-64 hours)

- To gain knowledge about group formation and use of a variety of group approaches and to understand concepts, dynamics and models
- To develop knowledge and principles, skills and techniques to be used by the social worker in group.
- To identify the various situations and settings where the method could be used in the context of social realities of the country.

Unit-1 Introduction to Social Group work: 12 hours

- Understanding of Social Groups: Meaning, Characteristics, and classifications.
- Significance of group life, Groups contributions to individual.
- Small group as an instrument for development.
- Definitions and meaning of Social Group work, Characteristics and Purposes of Social Group work,
- Need and importance of Group work
- Assumptions underlying social group work.
- Historical background of Social Group work with special emphasis on the Indian context.

Unit-2 Principles and skills in Group work practice: 15 hours

- Principles of working with groups
- Skills in group work practice
- Group dynamics: Isolation, we –feeling, sub groups, group Bond, cliques, scapegoats, conflicts, decision making and leadership, group contagion, group control etc.,

Unit-3 Social Group Work Process: 10 hours

- Pre-group, group formation, beginning phase, middle phase, advanced phase, use of programs, evaluation in groups and termination phase.
- **The Program Development Process:** The nature and purpose of program in Social group work, understanding interests and needs as a basis for program, group organization as a part of program development, guided interaction- the heart of the program process.

Unit-4: Application of group work method in different settings;

15 hours

- Social group work practice in Community development setting
- Social group work practice in Medical and psychiatric settings

- Social group work practice in physically, visually and mentally challenged institutions, and de-addiction centers,
- Social group work practice in family and child welfare settings
- Social group work practice in the schools, aged homes, and correctional institutions

Unit-5: Recording in group work: 11 hours

- Recording structure
- Principles of recording
- Types of recording.
- Importance of recording in Social Group work.

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- Perspectives in Social Work, College of Social work, Nirmal Niketan, Mumbai (Maharashtra).
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- CrashCourse (2017), Social Groups: Crash Course Sociology #16, Available at https://www.youtube.com/watch?v=_wFZ5Dbj8DA

PAPER: SPT-1.5A COMMUNICATION SKILLS FOR SOCIAL WORKERS

Objectives (Total-64 hours)

- To understand the basic communication skills for the effective social work practice
- To in calculate the necessary communication skill in social work process
- To blend theoretical knowledge and social work practice by exhibiting professional skills

Unit-1 Basic Communication and helping Skills for social workers

10 Hours

- Basic Communication skills and creating an effective helping relationship in Social Work Practice.
- Basic helping skills and non-verbal communication
- The 'I-statement', understanding emotions and feelings
- Responding to Defense communication and cross culture helping

Unit-2Effective Communication for Social Workers in Work Load and Caseload management

10 Hours

- Managing time at work, Report writing and letter writing
- Using information technologies and effective telephone communication
- Maintain case notes for narrative Recording and problem oriented recording (POR) and the SOAP format
- Process recording, testifying in court and dealing with managed case

Unit-3Communication skills in Social work process

15 Hours

- preparation of genograms and eco-mapping as a part of social assessment
- preparation of social networking map and life history grid
- preparation of life cycle matrix and identifying client's strength
- Preparation of person-in-environment system(PIE)
- The 4 Ps, 4 Rs and 4Ms in assessing the client's behavior and functioning with in a social context.

Unit 4: Effective Communication in Social work intervention

13 Hours

- Interview planning with the client, information and advice giving to the client
- Managing self-talk and building self-esteem
- Helping clients to make decision and resolving interpersonal conflicts

- Client advocacy, empowerment and helping client in crisis handling
- *Skills required for Professional Social workers to Practice in all settings:*
 - Assessment skills, • Communication Skills, • Advocacy and Leadership, • Problem solving skills, • Critical thinking skills, • Respect for diversity, • Intervention skills, • Documentation skills, • Organizational skills, • Understanding of Human relations

Unit-5 Communication skills for Social work practice 16 hours

- *Effective speaking*, principles of effective oral communication, speech preparation, technique of effective speech,
- *Effective listening*, meaning, nature and importance of listening, principles of group listening, types of listening. Listening process, barriers in listening,
- *Effective writing*, what is draft, meaning and objectives of written communication, essential of written communication,
- *Feedback* a two-way process, Characteristic of feedback, kinds of feedback written and oral communication, improving in feedback and developing effective feedback skill, feedback loops.
- *Street theatre*: Elements of street theatre scripting and choreography for development. Use of puppets, songs and folklore. Role of Information, education, and communication (IEC) in making effective peoples participation.

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Communication Research	: http://bit.ly/2DXhKVw

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- University of Kent (2016), Specialist Communication Skills for Social Workers | Johanna Woodcock Ross | Think Kent, Available at <https://www.youtube.com/watch?v=UVER1tforao>

PAPER: SPT-1.5B PERSONAL AND PROFESSIONAL GROWTH

Objectives:

(Total-64 hours)

- Understand self as a being, as one in the process of becoming and experience self-awareness.
- Examine own values and attitudes and explore choices made to express self in own environment.
- Develop positive life skills and practice self-help methods for integration and for stress reduction.

Unit-1 Concept of Self for Social workers

10 Hours

- Concept of Self and Self Awareness; Significance of understanding self; self-esteem, self-image and self-acceptance.
- Understanding one's own emotions and self-defeating behavior. Concept of Assertive Behaviour and Techniques for developing Assertive Behaviour.
- Concept of Emotions, Emotional Intelligence, Techniques to enhance Emotional Intelligence.

Unit-2 Social work and Social worker

13 Hours

- The social work Domain, Social work and social functioning
- Social work focus and Social work sanction
- *Self-Analysis and Development*: Transactional Analysis; SWOT analysis; and Johari Window.
- Concept of Mindfulness, Significance of Mindfulness, and techniques to develop Mindfulness.
- Responsible use of time and money.

Unit-3 Merging person with profession

13 Hours

- Selecting Social work as a career and Social work as a life companion, The School to Job transition
- Earning a living as a social worker and acquiring a reputation
- The interplay of one's personal and professional lives
- Self-worth and self-image physical and Emotional wellbeing and intellectual growth as Professional Practitioner.

Unit-4 Merging the person's art with professions science 14 Hours

Social workers as Artist

- Compassion, courage, professional relationship and creativity
- Hopefulness, energy, judgment personal values and professional styles

Social workers as scientist

- Knowledge regarding social phenomena, knowledge regarding social conditions and social problems
- Knowledge regarding the social work profession and practice.

Unit-5 Personal and Professional Development of Social worker

14 Hours

- Elements of Professional behaviour and using agency supervision
- Presenting to a Professional audience and writing to a professional audience
- Coping with bureaucracy, stress management and using Humour in Social work practice
- Making ethical decisions, avoiding malpractice suits, developing self-awareness, and improving the social work image

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PAPER: FWP 1.6. FIELD WORK PRACTICUM -I (Concurrent Fieldwork)

Field work practicum of First Semester comprises two components:

- ❖ Orientation visits
- ❖ Concurrent field work.

Orientation Visits: There shall be minimum **6 orientation visits** to be made in the first four weeks to provide an exposure to and understanding of the services provided in responses to people's needs (i.e. agencies in health setting, education, community, institutional services, criminal justice system, civic administration, rehabilitation etc.).

Soon after the completion of orientation visits, "orientation to fields of social work", a student workshop shall be conducted to share the orientation visit experiences and learning.

The students shall record their experiences and leanings of Orientation Visits, which they are expected to produce at the time of viva-voce examination conducted at the end of the semester.

Concurrent Field Work: every student of I Semester MSW shall place in an agency for Concurrent field work two days in a week. The broad aim of concurrent field work practicum is to provide opportunities for applying the knowledge and the information gained in the classroom to reality situations. This learning experience should provide an opportunity of working with communities, groups, individuals/families and managing organization tasks. It is an opportunity to develop intervention skills in reality situations. The learner is expected to complete a minimum of 24 days of visits in this semester.

The learners may be placed in agencies/community to initiate and participate in direct service delivery. Each student has to undertake **two case works** and **one group work**, consisting at least of '**ten**' sessions.

The faculty supervisors through periodic 'Individual conferences' and 'Group conferences' shall assist students to prepare a plan of action for the respective semester field work activities in consultation with agency supervisors.

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SECOND SEMESTER

PAPER: CPT 2.1. COMMUNITY ORGANIZATION

Objectives:

(Total-64 hours)

- To understand the critical elements of community organisation process
- To enhance critical understanding of models and strategies for CO
- To gain knowledge on the various techniques and skills of community organisation to develop the basic skills to apply those in the community

Unit-1 Meaning and types of Community and Community Organization:

12 hours

- Concept of community; types and features of community; -*Rural, Urban, Tribal, Nomadic*: problems, social and contextual understanding for practice. Urban slums and their characteristics.
- Concept of community organization: Definitions, and objectives of community organization,
- Relevance of community organization approach to Indian situation;
- Historical development of community organization practice in the west, community welfare concepts, community chests;
- Historical development of community organization practice in India.
- community organization and community development

Unit-2 Principles and models of community organization: 15 hours

- Principles of community organization.
- Skills in Community Organization.
- Models of community organization practice

Unit-3 Community organization process and phases: 12 hours

- Process in the phases of Community Organization.
- Withdrawal from community: Skills and strategies.
- Resource mobilization and fund Raising-Techniques and Strategies

Unit-4 Intervention strategies in community settings: 12 hours

- awareness buildings, organizing, activating, people's participation, negotiating, lobbying and, resolving group conflicts,
- Roles of community organizer

Unit-5 Disaster Management

13 hours

- Meaning, and types of disaster,
- Impact of disaster; *Social, psychological, economic and physical*.
- Understanding traumatic stress reactions. Disaster cycle.
- Meaning and definitions of Disaster management. Stages of Disaster management.
- Working with special groups; Women, Children.

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Community Organizing, Available at

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PAPER: CPT-2.2SOCIALWORK REASEARCH AND STATISTICS

Objectives:

(Total-64 hours)

- To understand major research strategies, meaning, scope, and importance of social work research
- To develop an ability to see the linkage between the practice, research, theory and their role in enriching one another
- To develop attitudes favorable to the judicious integration practice, research and theory and develop skills for use of library and documentation services for research

Unit-1 Meaning of Research, Social Research, and Social work Research

12 hours

- Meaning of Research, Scientific characteristics of research, Process of research: Deductive and Inductive.
- Types of research: Basic, Action and Applied. Quantitative and Qualitative.
- Meaning of Social Research, Basic elements: Concepts, Constructs, Variables, and Hypothesis.
- Social work research: Definitions, Functions and process.

Unit-2 Formulation of Research Problem

12 hours

- Sources of research problem, criteria of good research problem, defining the research problem.
- Developing the statement of the problem, and research questions, Review of literature, formulation of objectives.

Unit-3Research Design

12 hours

- Research designs by purpose of study:*Exploratory, Descriptive, and Explanatory.*
- Research designs by intended to use:
 1. *Intervention research designs or Social work research designs:Single subject research design, Withdrawal/ reversal design, multiple component design.*
 2. *Action research design*
 3. *Evaluative research design*
- Research designs to asses cause and effect relationship:*Experimental and Non experimental.*

Unit-4Sampling& Data Collection:

12 hours

- Sampling-Meaning, Sampling design process, Methods and types of sampling.

- Tools of data collection: Use of existing scales. Observation, questionnaire, and Interview schedule.
- Data processing: Editing, Coding, Recording, and computing the scores, Preparation of master chart.
- Data analysis and interpretations: techniques and types.
- Research report writing: Organizing research report

Unit-5 Statistics and Computer Applications in Social Work Research:

16hours

- Statistics: Definition, importance, functions and limitations.
- Measures of Central Tendency: Arithmetic mean, median and mode
- Measures of Dispersion: Range, quartile and standard deviations
- Chi Square: Uses and applications
- Applications of Karl Pearson's correlation test in social work research
- Application of statistics in social work practice
- Computer Applications: Use and application of computer in Social Work research with special reference to Excel, Statistical Package for Social Sciences (SPSS), etc.

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PAPER: CPT-2.3 COUNSELING: THEORY AND PRACTICE

Objectives

(Total-64 hours)

- To help students distinguish between counseling, Case Work and Psychotherapy and to acquire the required knowledge in this regard.
- To sensitize the students to the attitudes required for the practice of counseling
- To engage the students to identify and practice the appropriate skills.

Unit-1 Meaning and Definitions of Counseling:

12 hours

- Counseling: Definition, Elements, Characteristics and Goals
- Evolution of counseling
- Foundations of Counseling; Philosophical Foundations – *dignity of the human person*, Sociological foundations – *influence of social system*, Psychological foundations – *concept of self, goal directed behavior, learning*.

Unit-2 Portrait of Counselor and Counselee:

13 hours

- The Counseling Relationship
- Regard and respects - Authenticity - Empathy
- Personal Growth and Effectiveness of the Counselor
- Concerns of self, attitudes, values, beliefs, relationships, self-esteem, openness to others, accepting personal responsibility, realistic levels of aspiration, self-actualization.
- The portrait of the helper

Unit-3 Counseling Process:

13 hours

- Stage – I – Problem Exploration and Clarification
- Stage – II – Integrative Understanding – Dynamic Self-Understanding
- Stage– III – Facilitation Action; Developing a New Perspective, Preferred Scenario.

Unit-4 Therapeutic Counseling intervention:

14 hours

- Psychodynamic, cognitive-behavioral, humanistic and feminist; *key concepts, principles and techniques of various approaches*:
- Psychodrama, RET, Family Therapy, Reality Therapy, Behavior Therapy
- Crisis Counseling, Transactional Analysis
- Feminist Therapy towards developing an eclectic approach and utilization of models and techniques across problem situation.

Unit-5 Counseling in Different Settings

13 hours

- Group Counselling: Counselling for groups - Process, advantages and disadvantages of group counselling.
- Practice of counselling in family counselling centres and family courts
- Mental health centres, HIV/AIDS Counselling, child guidance clinics, correctional institutions, de-addiction and rehabilitation centres, educational institutions.

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PAPER: SPT-2.4A SOCIAL ACTION, NETWORKING AND ADVOCACY

Objectives

(Total-64 hours)

- To familiarize students with an understanding of the concepts, context and processes that is relevant for people's struggles, social action and social movements
- To enable students to understand and analyse issues in a broader context of governing institutions and civil society actors in responding to critical Social realities.
- To prepare students through building a strong perspective and skill to engage themselves in struggles, protests and movements.

Unit-1 Meaning, definitions and Models of Social Action 13 hours

- *Social Action*: Meaning, definitions, Models, Characteristics, Approaches and Strategies of Social Action;
- Principles and steps in Social action
- Social action as a method of Social work
- Social action in India

Unit-2 Ideology and Methodology of Social Action 12 hours

- *Ideology and Methodology*: Gramsci, Freire, Alinsky;
- *Max Webbers* Social action theory, Tolcott parsons social action theory

Unit-3 Theories and Types of Social Movement 12 hours

- Differences between Social Action and Social Movement
- Theories of Social Movement
- *Popular Social movements in Karnataka*: Salient features of Dalit Movement, Peasant movement, Student movement, Women's movement and Labour movement.

Unit-4 Networking in Social work practice 13 hours

- *Networking*: Meaning, need and importance for effective professional practice.
- 10 tools for successful networking in social work practice.
- Professional networking in social work: selected case studies
- Network structure and interventions for social workers.

Unit-5 Advocacy 14 hours

- Concept of advocacy as a tool; Strategy for advocacy; Campaigning; Lobbying;
- Advocacy as a tool for social change, Process of Social Advocacy.

- Use of media and public opinion building in advocacy;
- Coalition and Network building;
- Linking up protest movements with development work

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Important Website

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Directorate of Employment & Training	http://emptrg.kar.nic.in
Directorate of Municipal Administration	http://municipaladmn.gov.in
Directorate of Social Security and Pensions	http://dssp.kar.nic.in
Directorate of Welfare of Disabled and Senior Citizens	http://welfareofdisabled.kar.nic.in
NSSO South Zone	http://www.nssso.kar.nic.in
Rural Dev. & Panchayat Raj Dept.	http://rdpr.kar.nic.in
Social Welfare Department	http://sw.kar.nic.in

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PAPER: SPT-2.4B DEVELOPMENT PARADIGMS FOR THE EMPOWERMENT OF MARGINALIZED

Objectives

(Total-64 hours)

- To enable students to locate marginality of major communities which is deeply embedded in Indian social structure?
- To familiarise students with the divergent discourses prevalent particularly in Dalit studies and its implications on social movements among marginalised.
- To equip the students to understand development intervention of State in the development of marginalised communities, and also the role of NGOs and CSOs, especially in the current context of LPG reforms in India.

Unit-1Introduction

12 hours

- The concept of marginality, marginalization; Nature and types of marginally marginalized communities in India
- Meaning of Social Exclusion and Social Exclusion of SCs, STs and OBCs
- Socio-economic indices of marginalization: Poverty, relative isolation, deprivation, exploitation, discrimination, educational backwardness; inequality.

Unit-2 Scheduled Castes

14 hours

- Caste system in India: origin and nature: *as described by Dr.B.R.Ambedkar*
- Human development Index of SCs in India.
- Constitutional safeguards and Constitutional agencies working for their development.
- Need and Significance of Social work intervention in initiating the right based development for Scheduled castes.

Unit-3 Scheduled Tribes/Adivasis

12 hours

- Contemporary Issues of Tribals/Adivasis.
- Constitutional and Legislative provisions for tribes
- Critical analysis of various Tribal development programmes in India.

Unit-4 OBC's and Minorities

14 hours

- Marginalization and Social exclusion of OBCs and Minority communities in India.
- Union and State Government programmes for OBCs and Minorities
- *Various commissions salient features for the upliftment of OBCs in Karnataka:* 1. Miller Commission 2. Naganagowda Commission 3.

Havanur Commission 4. Venkataswamy Commission 5. Chinappa Reddy Commission and 6. Karnataka state Backward class Commission.

Unit-5 Ideologies on development of marginalized

12 hours

- Ideologies/views /contributions of Basaveshvara towards eradication of caste system in India.
- Ideologies/views /contributions of Jyotiba Phule on educational development of Marginalised.
- Ideologies/views/contributions of Dr. B.R. Ambedkar on marginalization of Dalits /OBC's and Minorities
- Ideologies/views/contributions of Ram Manohar Lohia on Marginalised communities in India.
- Significance of transforming ideologies of Sri Basaveshvara, Jyotiba Phule, Ambedkar and Lohia into professional practice as part of indigenous social work in India.

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Tribal Rights (2013) *Tribals& Indian Constitution's 5th Schedule*,
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PAPER: FWP 2.5 Field Work Practicum - II (Concurrent Field work and Social work camp)

Concurrent Field Work: every student of II Semester MSW shall place in an agency for Concurrent field work two days in a week. The broad aim of concurrent field work practicum is to provide opportunities for applying the knowledge and the information gained in the classroom to reality situations. This learning experience should provide an opportunity of working with communities, groups, individuals/families and managing organization tasks. It is an opportunity to develop intervention skills in reality situations. This entails learning social work practice for two in every week of the semester. The learner is expected to complete a minimum of 18 days of visits in this semester. Each student has to undertake **two case work**. Students can continue their field work practicum in the same agency where they undergone in I semester.

Social Work Camp: Social Work Camp shall organize for 5-7 days' duration in a rural / tribal setting, is expected to provide opportunities to experience rural / tribal life, analyze its dynamics, and observe the functioning of government machinery (local self-government) and voluntary organizations. Objective of the camp is to provide the student with an opportunity to acquire skills in planning, organizing, handling regulations, decision making and collectively contribute to the chosen cause in the area where camp is held. Generally, camps are held in rural / tribal areas. However, if the department council so desires the camps can be organized in relief areas, (disaster) tribal areas or innovative learning projects.

(Open electives to be offered to the other department)

PAPER: OEP 3.6 LIFE SKILLS FOR QUALITY LIVING

Objectives: (Total-64 hours)

- To enable students to understand core life skills, its concept, process and practice.
- The essential contexts of this elective is to develop Social and negotiation skills, thinking skills Coping skills

Unit-1 Social Skills and Negotiation Skills 13 Hours

- *Introduction of Life Skills*: Generic, Problem Specific and Area Specific Skills
- *Self-Awareness*: Definition, Types of Self - Self Concept, Body Image, Self Esteem - Techniques used for Self Awareness: Johari Window, SWOT Analysis
- *Empathy*; Sympathy, Empathy & Altruism

Unit-2 Thinking Skills

- *Effective Communication*; Definition, Functions, Models, Barriers
- *Interpersonal Relationship*; Definition, Factors affecting Relationships
- Critical Thinking - Definition, Nature, Stages
- *Creative Thinking*; Nature, Elements of Thought - Types of Thinking - Concept Formation, Reasoning Creative.

Unit-3 Coping Skills

- *Problem Solving*; Definition, steps in Problem Solving - Factors Influencing Problem Solving
- *Decision Making*; Definition, Process, Need - Consequences, Models of Decision Making - Goal Setting
- Coping with Emotions; Definition, Characteristics, Types - Classification: Wheel Model, Two-Dimensional Approach - Coping Strategies
- Coping with Stress - Definition, Stressors - Sources of Stress - The General Adaptive Syndrome Model of Stress - Coping Strategies

Unit-4 Life skills adaptability 12 Hours

- Life Skills Work in Combination- Thinking Skills, Social Skills, and Coping Skills
- Adaptability and Resilience

- Need and importance of life skill education in institution and non-institutional settings

Unit-5 Life Skills to Deal with Suicide And Abuse

14 Hours

- Physical and Sexual Abuse of children; Issues and concerns - Life Skills for preventing and coping with abuse
- Depression; Common Symptoms of depression - Life Skills to prevent depression
- Suicide; Concept, suicidal ideation - Myths and warning signs about suicide - Life Skills to avoid suicidal ideation

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WHO Life Skills

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III SEMESTER

PAPER: CPT-3.1SOCIAL POLICY, LAW, GOVERNANCE AND SOCIAL WORK

Objectives; (Total-64 hours)

- To Gain knowledge of policy analysis and the policy formulation process.
- To Develop an understanding of social policy in the perspective of national goals as stated in the Constitution, particularly with reference to Fundamental Rights: and the Directive Principles of State Policy.
- To locate strategies and skills necessary for social development and reinforce values of social justice, gender justice and equality.

Unit-1 Indian Social Policy: Nature Emergence and Approaches;

12 hours

- Concept and definitions of social policy.
- Emergence of social policy; world and India, Models of Social Policy
- Social work and social policy in order to promote social change and social control
- Nature of Governance, Development and Social work.
- Good governance, Elements of good governance

Unit-2Values underlying social policy based on theConstitutional provisions.

12 hours

- Preamble of Indian constitution, Fundamental Rights (12-35), Directive Principles of State Policy (36-51).
- Ideals of Indian Constitution
- Salient features of The Right to information Act 2005.
- Salient features of Domestic Violence Act.

Unit-3Salient features of Social Legislations

16 hours

- The Special Marriage Act 1954
- The Hindu Marriage Act 1955
- The Hindu Adoption and maintenance Act 1956
- The Dowry Prohibition Act1961

Unit-4 Salient features of legislations related to Children

12 hours

- The prohibition of Child Marriage Act 2006
- The Juvenile Justice (Care and Protection) Act 2000
- The protection of children from sexual offences act, 2012

Unit-5 Human Rights:

12 hours

- **Definition and Classification:** Civil and Political Rights, Socio Economic and Cultural Rights.
- Universal Declaration of Human Rights.
- History of Human rights
- Social workers as Human rights professionals

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PAPER: CS-3.1 MEDICAL AND PSYCHIATRIC SOCIAL WORK

Objectives

(Total-64 hours)

- To develop a holistic and integrated approach to social work practice in the field of health.
- To understand psychiatric social work in the context of changing trends in health care.
- To understand the concept of mental health, and acquire knowledge in mental disorders, stress and coping in the context of holistic health.

Unit-1 Nature and concept of Medical Social work;

12 hours

- Introduction: Meaning, nature and scope of medical social work.
- Historical development of Medical Social Work in India and Abroad
- *Concept of patient as a person*: Social and emotional components associated with various chronic diseases like Tuberculosis, Diabetes, Hypertension, Cancer, and HIV/AIDS (*with brief information about clinical features, symptoms and medical treatment of these diseases*).
- Impact of hospitalization on family. Role of Professional Social worker's in prevention, curative, clinical, aftercare and rehabilitation process
- Importance of team work/multidisciplinary approach in Medical / psychiatric setting.

Unit-2 Community health and Community Mental health;

18 hours

- *Community Health*: Meaning, definition. Objectives of community health programmes: Role of social worker in the management of healthy environment and community health.
- *Community Mental Health (C.M.H)*: Meaning, definition, nature and objectives of Community Mental Health, Goals of CMH: prevention of mental illness and promotion of mental health. Community mental health services available in India.
- *Contemporary Community Mental health Policies/Programmes*: National mental health programme, National mental Health policy, School mental health programme.

Unit-3 Meaning and concepts of Psychiatric Social work;

12 hours

- *Introduction*: Meaning, Definition, nature, objective and scope of Psychiatric Social Work;
- Historical development of psychiatric social work in India and Abroad.
- Severe mental disorders, common mental disorders, organic mental disorders, substance use disorders, personality disorders, mental health

problems among children: *The clinical features, symptoms and causes of the same (As per ICD 10 guidelines).*

Unit-4 Psychotherapy in Psychiatric Social work 12 hours

- **Psychiatric Assessment:** History taking and mental status examination, psycho social and multidimensional assessment of mental disorders in psychiatric social work.
- *Understanding Therapeutic applications:* Cognitive Behavioral Therapy (CBT), Inter Personal Therapy, Psychotherapy, supportive therapy, and family therapy.
- Psychiatric Social work practice in: de-addiction center, mental health care centers, and child care institutions.

Unit-5 Rehabilitation 10 hours

- *Rehabilitation:* components, psychosocial rehabilitation, psych education, case management, discharge planning
- Rehabilitation settings, therapeutic community, Day care centers, half way homes, Quarter-way homes, shelter homes, hostels, foster care; community based rehabilitation matrix of WHO.

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PAPER: CPT-3.3. HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT

Objectives

(Total-64 hours)

- To help students build a knowledge base appropriate to Human Resource Management
- To enable the students to perceive the attitudes required for the successful application of Human Resource Management.
- To assist them to perceive and develop the skills appropriate to the field practices

Unit-1 Human resource management:

12 hours

- Concept, meaning, nature, functions, scope and importance, its need in India.
- Distinction between personnel management and human resource management.
- Evolution of HRM.
- Qualities of HR manager.
- HR as a business partner .

Unit-2 Strategies for hiring talent:

12 hours

- Human resource planning: Meaning and definition, importance of HRP, factors affecting HRP. The planning process.
- Human resource information system (HRIS). Job analysis. Job description and Job specification, job evaluation.
- Recruitment of human resources: sources, methods and techniques. Selection process and techniques: Selection, induction, placement, probation and confirmation.
- Competency based event interview techniques.
- HRM action areas: Total quality management. Knowledge management. Retention strategies.

Unit-3 Wage and salary administration:

12 hours

- Meaning and definitions, wage theories, factors influencing on employee remuneration, incentive systems- financial and non-financial.
- Compensation benchmarking.

Unit-4 Human resource development:

12 hours

- Concept, meaning, definition, objectives, origin, importance, and scope.
- Training; meaning and concept, Training needs assessment. Modern management training methodology and techniques.
- Designing a training programme.

- Delivering Training, Essentials of a Facilitator
- Training Effectiveness Measurement (Kirkpatrick Model of Evaluation)

Unit-5 Functions of HRD:

16 hours

- Performance appraisal. Performance management system, Bell Curve, feedback system, immediate feedback system.
- Understanding Competencies: Types of Competencies, Competency Mapping, Observing, Recording, Classifying & Evaluating competencies.
- Recent trends in HRD namely key results areas- Management by objectives (MBO), HR outsourcing.
- Employee satisfaction survey.
- Balance score card, HR Score card.

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PAPER:SPT 3.4A: ORGANISATIONAL BEHAVIOUR AND ORGANISATIONAL DEVELOPMENT

Objectives

(Total-64 hours)

- To help students build a knowledge base appropriate to Personnel Management and Organizational Behaviour.
- To enable the students to group and develop the attitudes required for the successful application of personnel management and organizational Behaviour
- To assist them to group, develop the skills appropriate to the field practices.

Unit-1Management and OrganizationalBehavior: 12 hours

- Nature of Management, Functions of Managers, Levels of Management (*Top level, Upper Middle level, Middle level and Lower level*). Managerial skills, Roles and Responsibilities of Managers.
- *OrganizationalBehavior*:Meaning, Features, Need and importance of OB, Scope of OB. Determinants of OB.
- Models and organizationalBehavior.

Unit-2Foundations of Individual behavior: 12 hours

- Foundations of Individual behavior,Factors influencing individual behavior. Personality, determinants of personality. Development of personality; *Freudian stages*.
- Attitudes, components of attitudes, attitudes and OB.
- job satisfaction, job satisfaction and productivity, dimensions of job satisfaction.

Unit-3Quality of Work life and Morale:

- Quality of Work life, Approaches to improve quality of work life.
- Nature of morale, significance of morale in organizations, relationship between morale and productivity, building of high morale.
- *Leadership*:Meaning and importance of Leadership,styles of leadership, emerging approaches of leadership.

UNIT-4 Organizational Development: 12 hours

- *Organizational Development*: Meaning and Characteristics. Need and significance of OD. Steps in Organizational Development.

- Organizational development Intervention Techniques.
Requirements of successful Implementation of OD Interventions

Unit-5 Organizational Climate and Organizational Culture: 16 hours

- *Organizational Climate*: Concept, Characteristics, Dimensions and Significance.
- *Organizational Culture*: Meaning, Characteristics, functions. Impact of Culture on modern organization
- *Organizational Change*: Meaning and Nature, Forces of change, Human and organizational resistance to change. Techniques of overcoming resistance to change.

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PAPER:SPT 3.4B SOCIAL ENTREPRENEURSHIP AND SUSTAINABLE DEVELOPMENT

Objectives

(Total-64 hours)

- To develop the knowledge base of Sustainable Development.
- To familiarize the students with social entrepreneurship.

Unit-1 Nature of Sustainable Development

13 Hours

- Sustainable Development: Concept, Nature, Goals and Characteristics.
- History and Significance of Sustainable Development.
- Issues of Sustainable Development.
- Sustainable Development in a Globalizing world.
- Significance of sustainable technologies in social development
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Unit- 2 Different perspectives of Sustainable Development 13 Hours

- Dimensions of Sustainable Development – Environment, Agriculture, Energy, Industries.
- Protecting and managing the Natural Resource base of Sustainable Development.
- Roles and Responsibilities of Civil Society Organization, Media, N.G.O's, Educational Institutions and people based Organizations in Sustainable Development.
- The Initiativestandards, challenges and strategies for the better Sustainable Development.

Unit-3 Social Entrepreneurship

13 Hours

- Introduction to Social Entrepreneurship: Concept, Nature and scope.
- Management of Social Entrepreneurial Organizations.
- Key issues in Social Entrepreneurship.
- Entrepreneurial Characteristics.
- Entrepreneurial outcome, Current theories of Entrepreneurship.

Unit-4Business and Social Entrepreneurship

13 Hours

- Difference between a Business and Social Entrepreneurship.
- Perspectives on Social Entrepreneurship – Academic and Practitioner's view, Case Studies and Profile of social entrepreneurs.
- *Funding social ventures*: Strategies for success
 - Sustainable funding sources: Earned income
 - Traditional funding sources

- Social investment funding sources
- Investing in a social venture
- Relationship building with donors and investors

Unit-5 Sustainable Developmental goals

12 Hours

- UNA: Sustainable development goals 2015-30
- Salient features of 17 sustainable goals
- Role of social worker in understanding and in implementation of sustainable developmental goals.

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PAPER: FWP 3.5 FIELDWORK PRACTICUM-III (Concurrent Field work)

Field work practicum of Third Semester comprises two components:

- ❖ Orientation visits
- ❖ Concurrent field work.

Orientation Visits: There shall be minimum **6 orientation visits** to be made in the first four weeks to provide an exposure to and understanding of the services provided in responses to people's needs (i.e. agencies in Industrial setting, Hospitals and Govt/Non-Governmental organizations etc.).

Concurrent Field Work: every student of III Semester MSW shall place in an agency for Concurrent field work two days in a week. The broad aim of concurrent field work practicum is to provide opportunities for applying the knowledge and the information gained in the classroom to reality situations. This learning experience should provide an opportunity of working with communities, groups, individuals/families and managing organization tasks. It is an opportunity to develop intervention skills in reality situations. This entails learning social work practice for two days in every week of the semester. The learner is expected to complete a minimum of 24 days of visits in this semester.

Each student has to undertake **two case work and** one awareness programmes in their respective field work agencies.

(The students who undergo concurrent field work practicum in the Industries in the third semester shall be placed for field work practicum in Govt/Non-governmental/ hospitals/other developmental organizations/ projects in fourth semester concurrent field work).

PAPER OEP: 3.6: MENTAL HEALTH AND COUNSELLING

Objectives (Total-64 hours)

- Demonstrate an ability to integrate mental health theories and policy into discussions of mental health practice
- To provide theoretical foundation for counselling practice.
- To provide theoretical foundation for the practice of counselling

Unit -1 Introduction to Mental Health 12 Hours

- Definition of Mental Health.
- Characteristics of the mentally healthy person.
- Factors influencing Mental Health.

Unit- 2 Theories of Mental Health 13 Hours

- Behavioural Theory, Cognitive Theory. Psychodynamic Theory.
- Stress, Life Cycles Stages and Mental Health promotion.

Unit -3Mental Health Disorders 13 Hours

- Substance Use Disorders, Schizophrenia, Mood Disorders and Anxiety Disorders: causes, effects on patient and on the family, treatment modalities.

Unit -4: Counselling Approaches 13 Hours

- Principles, Skills and techniques of counselling.
- Individual Counselling, Group Counselling and Family Counselling.
- Approaches of counselling.

Unit- 5Counselling Settings 13 Hours

- Use and application of counselling; Schools, Colleges, Child Guidance Centres, Family CounsellingCentres, Career CounsellingCentres, Hospital based Counselling and Industrial Counselling.

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IV SEMESTER

PAPER: CPT4.1 MANAGEMENT OF WELFARE AND DEVELOPMENT ORGANIZATIONS

Objectives: (Total-64 hours)

- Acquire knowledge of Social Welfare Administration and the basic process of Registering, Managing and Administering Service Organization in the context of Social Work Profession.
- To familiarize the students on the current and changing scenario of NGOs in the National and International development.
- To Learn the Value Orientation, Strategies and Intervention carried out by NGOs for effective service delivery to the people.

Unit – 1

Introduction to Social Welfare and Development Management

10 hours

- Social Welfare Administration – Meaning, Definition, Nature and Scope.
- Social Welfare and Development Management as a method of Social Work practice.
- Principles and Functions of Social Welfare and Development management: *Planning, Staffing, Budgeting, Organizing, Office management, Supervision, Leadership, Communication, Public relation.*

Unit – 2 Establishment of Service Organizations:

12 hours

- Need for welfare and developmental organizations.
- *Registration of developmental Organizations:* Indian Societies Registration Act-1860, Karnataka Societies Registration Act – 1960, Indian Trust Act-1882, Foreign Contributions Regulations Act-1986.
- Provisions and procedures of Income tax exemptions for Non-Profit Organisations.

Unit– 3 Management in Non-Profit Organizations

12 hours

- Introduction and concept of Results-Based Management
- Results-Based Management in programme and project planning
- Strategic management of Nonprofit organisations; Skills and strategies

- Performance management of personnel in Nonprofit organizations

Unit– 4 Administration of welfare organizations in Public sector
15 hours

- Administrative structure and functions of Social welfare department Govt. of Karnataka.
- Administrative structure and functions of Department of Women and Child development, Govt. of Karnataka.
- Administrative structure and functions of Department of Disablement welfare, Govt. of Karnataka.

Unit– 5 Programme Management, Documentation and Public relation
15 hours

- *Programme Planning and Management*: Meaning, nature, phases and principles of program management. Skills and strategies required for program management in welfare and development organisations.
- *Documentation*: Meaning, Nature, Types of documentation for Public/NPO Organisations, Skills and tips on documentation, Using technology for documentation. Need and importance of documentation.
- *Public relations*: Meaning, Objectives, need and importance of public relations for welfare and development organizations. Strategies/tools for public relation for welfare and development organisations.

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PAPER: CPT-4.2RURAL, URBAN AND TRIBALCOMMUNITY DEVELOPMENT

Objectives:

(Total-64 hours)

- To enable students to understand about the rural, urban and Tribal realities.
- To develop sensitivity and commitment for working with rural, urban and tribal communities.
- To equip students with specific skills and techniques of working with rural, urban and tribal communities.

Unit –1 Nature of Community development

10 hours

- *Community development:* Meaning, objectives, scope, principles and process.
- Strategies of Community development; Building bridges to people; Building bridges through relationship; Building bridges through groups; Empowerment and hope.
- Community development skills, Role of Social workers in Community development.

Unit-2 Rural Community Development:

14 hours

- *Rural community:* Structure and characteristics.*Rural Reconstruction efforts before Independence:*Shantiniketan, Guragon, Marthandam, Firka, Etawah and Nilokheri experiments.
- *Salient Features of Contemporary Rural Development Programmes:*GRAMASWARAJ ABHIYANA,MGNREG, PMAY,NRLM, RURBAN, SAGY, SWACHGRAMA.
- *Contemporary National Programmes of Development:* Skill India; Make in India; Digital India, Start-up India;
- People's participation and role of Social Workers in promoting people's participation and Participatory Rural Appraisal (PRA)

Unit- 3Urban communityDevelopment:

15 hours

- **Urban Community Development:** Definition, Concept, objectives and Historical background of Urban Community Development in India.
- *Approaches of urban community development:*Macro Approach, Micro approach, welfare approach, target group approach, area development approach, Minimum needs approach, Master plan

approach, Infrastructure development approach, Public Private partnership approach, Sustainable development approach.

- *Urban Development innovative models:* Delhi Development Authority, Bangalore Development Authority, Chennai Metropolitan Development Authority, Ahmadabad development authority, Private- Public partnership programs, Smart City Schemes

Unit-4 Urban Development Administration:

13 hours

- *Urban local Governance:* 74th Constitutional amendment and salient features of Nagarpalika Act; *Structure and functions of Urban Development Agencies:* Municipal Administration-Corporations, Municipalities, Town Panchayats, Metropolitan Development Authorities.
- Slum Clearance Board, Housing Board, Housing and Urban Development Corporation (HUDCO) and United Nations Centre for Human Settlement (UNCHS);
- *Role of social workers in* urban planning, program implementation, awareness creation, Urban Disaster management, Pollution control, urban community health, and People Participation Skills of Community development worker for urban development.

Unit-5 Tribal Community:

12 Hours

- Tribal Life in India, Problems of Tribes, Effects due to the contact with the civilization. Tribal displacement; issues and concerns.
- Tribal development programmes and projects of both union and state government.
- Selected case study discussion on Tribal development initiatives from NGOs with Professional Social work intervention.

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PAPER: CPT 4.3. LABOUR LEGISLATIONS AND INDUSTRIAL RELATIONS

Objectives (Total-64 hours)

- To help students learn the basic facts concerning Labour Law.
- To assist the students to acquire attitudes that are apt in the practice of Labour Law
- To enable them to realize the need to have suitable skills for the practice of Labour Law

Unit-1: Salient features of legislations related to welfare and working conditions: 15 hours

- The Factories Act, 1948
- The Karnataka shops and commercial Establishment Act, 1961
- The Contract Labour (Abolition & Regulation) Act, 1971
- The Plantation Labour Act, 1951
- The Indian Mines Act, 1952

Unit-2: Salient feature of wage Legislations and Industrial Relations legislations: 15 hours

Wage Legislations

- The Payment of Wages Act, 1936
- The Minimum Wages Act, 1948
- The Payment of Bonus Act, 1965

Industrial Relations Legislations

- The Industrial Employment (Standing Orders) Act, 1946
- The Industrial Disputes Act, 1947
- The Trade Union Act, 1926

Unit-3: Salient features of social security legislations: 15 hours

- The Employees State Insurance Act, 1948
- The Workmen's Compensation Act, 1923
- The Payment of Gratuity Act, 1972
- The Provident Fund Act, 1952
- The Maternity Benefit Act, 1961

Unit-4: Industrial Relations:

10 hours

Industrial Relations: Concept, objectives, importance, approaches, parties, strategy and emerging trends.

- Trade unions: Nature, scope, objectives, functions and special features of Trade unions.
- Collective bargaining: Concept and definition. Different stages of collective bargaining, legal frame work for settlement. Skills of an effective bargaining.

Unit-5: Labour Welfare:

07 hours

- Concept, scope, Approaches, and philosophy of Labour welfare, development of Labour welfare in India.
- Different areas of Labour welfare: working conditions, safety, health and welfare facilities. Role of Labour welfare officer.
- Employee Counseling

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International Labour Review	: http://bit.ly/2DZfYas
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Labor Studies Journal, The Sage Publication :	
Journal of Labour Economics, Sole :	

Important Website

Ministry of Labour Employment	https://labour.gov.in
Labour Law News	https://biblehr.com/
Practical Journal of Labour Law	https://www.labourlawreporter.com/
Chief Labour Commissioner	http://clc.gov.in
Department of Labour (Govt. of Kar)	http://labour.kar.nic.in/
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PAPER: SPT 4.4.APROJECT MANAGEMENT FOR PARTICIPATORY DEVELOPMENT

Objectives

(Total-64 hours)

- Acquire a theoretical frame of project preparation and its various stages in implementation.
- To enable the students to understand the PRA techniques in formulating a project proposal and to impart skills in participatory project planning.
- Develop a scientific research temperament in exploring the current trend emerging in the project preparation and implementation.

Unit-1Project Formulation and Participatory Study and Problem Statement:

12 Hours

- Concept of project: characteristic features of development project
- Concept of project planning and management
- Planning process: strategic and perspective planning and its process
- Participatory study and assessment of the situation.
- Use of different methods of generating ideas-PRA techniques its use principles, tools/methods
- Interviews, observation, problem identification, cause/effect analysis and problem statement.

Unit-2Project Design, project appraisal and operational plan

15 Hours

Project Design

- Logical frame approach(LFA) fixing of project goal, purpose, activities, assumptions, verifiable indicators and means of verification; designing the activities- activity plan, time estimation, cost estimation,

Project Appraisal

- Technical Appraisal, marketing appraisal, environmental appraisal, management appraisal and profitability appraisal, Social Cost Benefit analysis (SCBA),**Detailed** operational plan: Activities / task / time duration; programming; GANTT chart.

**Unit-3 Resource Mobilization, Finance Management and
Personnel Management** 15 Hours

- Resource mobilization and fund raising, techniques of fund raising.
- Budgeting, financial management and accounting procedure.
- Personnel Management: Selection and training of project personnel, coordination, supervision, reporting, Project Management Information System (PMIS).

**Unit-4 Project Implementation, Monitoring and
Evaluation:** 12 Hours

- *Project implementation*: time estimation, inter-linkages, resource estimation, Critical Path Method (CPM), Project Evaluation and Review Technique (PERT)
- *Monitoring*: monitoring cycle, steps in monitoring, levels in monitoring- process monitoring and output monitoring, indicators of monitoring.
- *Project Review*: variance analysis and performance analysis, methods of review analysis
- *Project Evaluation*: purpose, needs, types of evaluation, steps in evaluation

Unit-5Project Format for proposal writing 10Hours

- Drafting project proposal for fund raising,
- Steps involved in project proposal writing: project report, progress report
- Project evaluation report.

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PAPER: SPT 4.4.B WOMEN, CHILD AND CORRECTIONAL SOCIAL WORK

Objectives

(Total 64-Hours)

- To enhance the understanding of concepts and theories of feminism, deliberate and apply discussions on various women issues
- To understand the issues related to Children
- To appreciate the effectiveness of legal frameworks applicable to women

Unit-1 Social Construction of Gender

12Hours

- Status of Women in India, Factors affecting status of women.
- Sex and Gender, Gender Discrimination, Gender Stereotyping, Gender Roles, Gender Perspective, Gender Analysis
- *Issues Related to Female Children and Women in India:* Female Foeticide, Female Infanticide, Sex Ratio, Child Marriage, Child Labourers, Dowry, Divorce, Widowhood, Commercial Sex, Domestic Violence, Problem of Elderly Women, Problems of Single Women/Single Parent
- *Theories of Women development:* Women in Development (WID), Women and Development (WAD), Gender and Development (GAD).

Unit- 2 Social work and Women Empowerment

13 Hours

- *Women empowerment:* Meaning, concept, objectives and significance.
- National Policy for Women empowerment-2001.
- Social work strategies for women empowerment: *Enhancing*; Women's voice in decision making, Leadership and Peace building. *Promoting*; Women's economic empowerment. *Ending Violence*; against women and girl child.

Unit- 3 Problems and Protection system for children

13 Hours

- Child: Definition and Concept, Constitutional Provisions for Children in India
- Convention on the Rights of the Child (CRC): Features, Development in India and Consequences
- *Ministry of Women and Child Development:* Functions and programmes at the Central and State Govt.

Unit- 4 Social Work Intervention in Child Development/Welfare

14 Hours

- NASW Standards for Social work practice in Child Welfare.
- Building family competence for child care through referrals to and linkages with government programs and schemes.
- Role of Social Workers in strengthening community level institutions for child care and protection
- United Nations Guideline for alternate care. Understanding concept of alternate care. Available models of alternate care for children:
- Foster care and concept of fit person under Juvenile Justice Act, Institutional care of children: *Observation homes, children's homes for boys and girls*, concept of fit institution under Juvenile Justice Act, Standards of institutional care as per Juvenile Justice

Unit- 5 Correctional Social Work

13 Hours

- Meaning of Correctional Social Work, Basic concepts of Crime, criminal, Criminology
- *Types of correctional institutions;*
- *Institutional treatment;* Prisons, Observation homes, Special homes, Children homes, After-care organization, Protective home for women, Short stay home Beggars home
- *Non-institutional treatment;* Probation, Parole
- *Hybrid treatment;* Community service, Work release
- Social work Intervention in correctional settings

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School of Social Sciences, Education and Social Work at Queen's University Belfast (2016), United Nations Conventions on the Rights of the Child, Available at <https://www.youtube.com/watch?v=TFMqTDIYI2U>

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PAPER: CPD-4.5 DISSERTATION / RESEARCH PROJECT

Students of IV semester MSW shall undertake empirical evidence-based research. Each student shall work and prepare the Research report under a research guide from the faculty/allotted by the Department. The project shall comprise of selection of the topic, methodological details, analysis, interpretation made. The respective college / the department of the university should monitor the dissertation/project.

The student shall follow the following steps:

- Presentation of study proposal
- Preparation of tools of data collection
- Data collection
- Processing and analysis of data.
- Submission of typed and bound dissertation in the formation prescribed by the Department Council.
- The report duly approved by the concern research guide will have to be typed and submitted to the Department.
- It is desirable to work on the problem related to the field of specialization chosen by the concerned student.
- The student shall submit the approved Research Report on or before the date notified by the Registrar Evaluation.

**PAPER: CP-FWP 4.6 FIELD WORK PRACTICUM - IV
(CONCURRENT FIELD WORK PRACTICUM AND BLOCK
PLACEMENT)**

Concurrent Field Work: every student of IV Semester MSW shall place in an agency for Concurrent field work two days in a week. The broad aim of concurrent field work practicum is to provide opportunities for applying the knowledge and the information gained in the classroom to reality situations. This learning experience should provide an opportunity of working with communities, groups, individuals/families and managing organization tasks. It is an opportunity to develop intervention skills in reality situations. This entails learning social work practice for two days in every week of the semester. The learner is expected to complete a minimum of 24 days of visits in this semester.

Block Placement: After completion of the IV Semester theory papers the Block placement shall be done to enable the learners to integrate learning and generate newer learning by participating in the intervention not less than 25 (four weeks) days in a specific agency. The students need to be placed in reputed organization related to their interest. The block placement gives an opportunity for the students to develop professional preparedness for job situations. It is a way for career building. Professional behavior and skills are developed during the block placement. Industries, hospitals, agencies and movement settings have to be given priority in block placement.