



KRISHNA UNIVERSITY::MACHILIPATNAM
COURSE STRUCTURE FOR M.A. (SOCIAL WORK)
UNDER CHOICE BASED CREDIT SYSTEM (CBCS)
W.E.F. 2022-23 (R-22 Regulations)

I SEMESTER

Course Code	Course Name	Teaching Hours/ week			CORE / IDC/DSE/ SEC/OEC/ MOOCS	Internal Marks	External Marks	No. of Credits
		Lecture	Practical	Tutorial				
22SWO101	Social Work: Theory and Practice	4	0	0	Core	30	70	4
22SWO102	Sociology for Social Work	4	0	0	Core	30	70	4
22SWO103	Social Work with Individuals	4	0	0	Core	30	70	4
22SWO104	Dynamics of Human Behavior	4	0	0	Core	30	70	4
22SWO105	Personality Development Through Life Enlightenment Skills	3	1	0	Core	30	70	3
LAB PRACTICALS / FIELD WORK BASED ON SPECIALIZATIONS								
22SWO106	Concurrent Filed Work	0	6	0	Core	30	70	3
TOTAL FOR FIRST SEMESTER						180	420	22

II SEMESTER

Course Code	Course Name	Teaching Hours/ week			CORE / IDC/DSE/ SEC/OEC/ MOOCS	Internal Marks	External Marks	No. of Credits
		Lecture	Practical	Tutorial				
22SWO201	Social Work with Groups	4	0	0	Core	30	70	4
22SWO202	Social Work with Communities	4	0	0	Core	30	70	4
22SWO203	Human Rights in Social Work Practice	4	0	0	Core	30	70	4
22SWO204	Research Methodology & IPR	3	1	0	SEC	30	70	3
DOMAIN SPECIFIC ELECTIVE COURSES (CHOOSE ANY ONE)								
22SWO205A	Community Development	4	0	0	DSE	30	70	4
22SWO205B	Social Welfare Administration	4	0	0	DSE	30	70	4
22SWO205C	Management of Human Resources	4	0	0	DSE	30	70	4
LAB PRACTICALS / FIELD WORK BASED ON SPECIALIZATIONS								
22SWO206	Concurrent Filed Work	0	6	0	Core	30	70	3
TOTAL FOR SECOND SEMESTER						180	420	22

At the end of 2nd semester, every student must undergo summer Internship/ Apprenticeship/Project work/Industrial Training/Research based Project work for Six weeks and must prepare a report concerned as per approved project guidelines and submit the same to the University 14 days before the commencement of third semester end examinations.

III SEMESTER

Course Code	Course Name	Teaching Hours/ week			CORE / IDC/DSE/ SEC/OEC/ MOOCS	Internal Marks	External Marks	No. of Credits
		Lecture	Practical	Tutorial				
22SWO301	Social Policy, Planning and Administration	4	0	0	Core	30	70	4
DOMAIN SPECIFIC ELECTIVE COURSES (CHOOSE ANY THREE)								
22SWO302A	Social Action	4	0	0	DSE	30	70	4
22SWO302B	Medical Social Work	4	0	0	DSE	30	70	4
22SWO302C	Psychiatric Social Work	4	0	0	DSE	30	70	4
22SWO302D	Labor Legislation and Labor Welfare	4	0	0	DSE	30	70	4
22SWO302E	Corporate Social Responsibility and Social Work	4	0	0	DSE	30	70	4
22SWO302F	Criminal Justice and Social Work	4	0	0	DSE	30	70	4
LAB PRACTICALS / FIELD WORK BASED ON SPECIALIZATIONS								
22SWO303	Concurrent Filed Work	0	6	0	Core	30	70	3
OPEN ELECTIVE (INTER DISCIPLINARY/MULTIDISCIPLINARY) COURSES (CHOOSE ANY ONE)								
22SWO304A	Social Work with Families	4	0	0	OEC	30	70	3
22SWO304B	Social Work with Marginalized Communities	4	0	0	OEC	30	70	3
22SWO304C	Social Demography	4	0	0	OEC	30	70	3
22SWO304D	Social Work Practice with PLHIV	4	0	0	OEC	30	70	3
22SWO304E	Gender Issues	4	0	0	OEC	30	70	3
TOTAL FOR III SEMESTER						210	490	22

IV SEMESTER

Course Code	Course Name	Teaching Hours/ week			CORE / IDC/DSE/ SEC/OEC/ MOOCS	Internal Marks	External Marks	No. of Credits
		Lecture	Practical	Tutorial				
22SWO401	Social Legislations	4	0	0	Core	30	70	4
DOMAIN SPECIFIC ELECTIVE COURSES (CHOOSE ANY THREE)								
22SWO402A	Industrial Relations	4	0	0	DSE	30	70	4
22SWO402B	Sustainable Development and Social Work	4	0	0	DSE	30	70	4
22SWO402C	Social Work with Aged Persons	4	0	0	DSE	30	70	4
22SWO402D	Disability Social Work	4	0	0	DSE	30	70	4
22SWO402E	Organizational Behavior	4	0	0	DSE	30	70	4
22SWO402F	Social Work and Disaster Management	4	0	0	DSE	30	70	4
LAB PRACTICALS / FIELD WORK BASED ON SPECIALIZATIONS								
22SWO403	Concurrent Filed Work	0	6	0	Core	30	70	3
ENTREPRENEURIAL & INNOVATION/IT SKILL RELATED TO DOMAIN SPECIFIC ELECTIVE COURSES (CHOOSE ANY ONE)								
22SWO404A	Information Communication & Technology for Social Work Practice	4	0	0	SEC	30	70	3
22SWO404B	Life Skills and Soft Skills for Social Workers	4	0	0	SEC	30	70	3
22SWO404C	Social Entrepreneurship	4	0	0	SEC	30	70	3
* CHOOSE MOOCS FROM SWAYAM/NPTEL SOURCES								
22SWO405	MOOCS							4
22SWO406	PROJECT WORK EVALUATION AND VIVA-VOCE						100	4
TOTAL FOR IV SEMESTER						180	520	30

***Note: Students may be allowed to register and appear for MOOCS from the third semester itself. However, students are to complete the MOOCS successfully and submit pass certificate of the same to the University through the Principal of the College concerned for approval and endorsement of the same on Grade cards and PCs as per the regulations of the University.**

M.A. (SOCIAL WORK) - DETAILED SYLLABUS

Programme Objectives:

The Master of Arts programme in Social work is to prepare students to promote social justice by contributing to the advancement of knowledge and practice in the field of social welfare and the profession of social work. More specifically, the objectives of the program are as follows:

- To provide education and training in social work to those desirous of making a career in social work practice.
- To provide opportunities through intensive field practicum to work with variety of people in their development and provide service to those who are in need of it.
- To provide inter-disciplinary collaboration for better understanding of human problems, services and issues related to human development.
- To link theory with practice in every sphere of human service endeavors.
- To develop requisite knowledge, skills and values in working with people
- To promote among learners a sense of responsibility and commitment to work with different sections of people and especially of the vulnerable sections of the society
- To acquire knowledge and skills in undertaking practice-based research and to administer human service organizations

Programme Outcomes:

At the end of the programme, the students will have adequate competency in the areas of economic theory and methods. The students will acquire additional specialization through optional courses. The Specific outcomes are:

- ✓ To impart education and training in professional social work in order to provide manpower in social welfare, development and allied fields capable of working at various levels of micro, meso and macro systems
- ✓ To help students develop knowledge, skills, attitudes and values appropriate to the practices of social work profession.
- ✓ To enable students develop creative thinking and ability to apply theoretical knowledge in practice of social work.
- ✓ To facilitate interdisciplinary approach for better understanding of social problems, situations and issues of development.

22SWO101: Social Work: Theory and Practice

Course Name	Social Work: Theory and Practice	L	T	P	C	IM	EM	TM
Course Code	22SWO101	4	0	0	4	30	70	100

L-Lecture, T-Tutorial, P-Practical, C-Credits, IM-Internal Marks, EM-External Marks, TM-Total Marks

Course Description and Purpose:

This course provides the learners basic understanding of relevant concepts from social sciences to help the learners to study and understand social phenomenon. Further, it helps the learner develop skills for social analysis and understand developmental processes.

Course Objectives:

- To understand social work philosophy and inculcate values to work as human service professionals
- To appreciate the imperatives of becoming professional social worker
- To understand the context of emergence of social work as a profession
- To understand the nature of Social work practice in different settings

Course Learning Outcomes:

At the end of this course the students should be able to:

- ✓ To know the nature and development of professional social work in India and abroad.
- ✓ To learn different social service traditions, reform movements and transition from welfare
- ✓ To empowerment
- ✓ To appreciate values, ethics, knowledge, attitudes, skills and techniques required by a professional social worker working in different settings.
- ✓ To explore and develop the professional self and persona of a professional social work practitioner

Course Content:

UNIT -I (12 Hours)

History of Social Work: Historical Development of Social Work and Social Work Education in India: Ancient, Medieval and Modern, History of Social Work in the United Kingdom and USA.

UNIT -II (10 Hours)

Social Work: Meaning, Objectives and Scope of Social Work; Philosophy of Social Work as a profession in India; Roles and functions of social work.

UNIT -III (10 Hours)

Social Case Work: Meaning, scope, components, processes and client-worker relationship; Social Group Work- meaning, objectives, principles, skills and role of Social Group Worker; Community Organization-meaning, objectives, principles and Role of Community Organizer.

UNIT -IV (10 Hours)

Indian Social Values and Social Work: Social Reform Movements in India- Arya Samaj, Brahmo Samaj and uplift of Dalits; Ideology of Indian Constitution, Voluntary action and voluntary Organization; Role of Voluntary Organizations and emerging trends.

UNIT -V (10 Hours)

Practice of social work in various fields: community Development, Medical and Psychiatric Social work, correctional social work, Family and child welfare, labour welfare.

REFERENCE TEXT BOOKS:

1. Skidmore, A. A., Thackeray, M. G. & Farley O. W. (1997). Introduction to social work. Boston: Allyn & Bacon.
2. Boston: Allyn & Bacon.
3. Siporin, M. (1975). Introduction to social work practice. New York: Macmillan Publishing Inc.
4. Zastrow, C . (1995). The practice of social work (5th e d.). California: Brooks/Cole Publishing Company.

5. Dubois, B . & Miley, K. K. (2002). Social work: An empowering profession. London: Allyn and Bacon.
6. Clark, C. & Asquith, S. (1985). Social work and social philosophy. London: Routledge and Kegan Paul.
7. Payne, M. (2005). Modern social work theory. New York: Palgrave/ MacMillan.
8. Dominelli, L . (2004). Social work: theory and practice for a changing profession. Cambridge: Polity Press.
9. Woodrofe, K. (1962). From charity to social work. London: Routledge and Kegan Paul.
10. Parsons, R. J., Jorgensen, J. D. & Hernandez, S. H. (1994). The integration of social work Practice. California: Brooke/Cole.
- 11 Desai, M. (2002). Ideologies and social work: Historical and contemporary analyse. Jaipur,: Rawat Publications
12. Bhatt, S ., & Singh, A . P . (2015). Social work practice: The changing context. The Readers Paradise, New Delhi, ISBN: 978-93-82110-43-9
13. Nair, T . K (2015). Social Work Profession in India: An Uncertain Future. Niruta Publication

22SWO102: Sociology for Social Work

Course Name	Sociology for Social Work	L	T	P	C	IM	EM	TM
Course Code	22SWO102	4	0	0	4	30	70	100

L-Lecture, T-Tutorial, P-Practical, C-Credits, IM-Internal Marks, EM-External Marks, TM-Total Marks

Course Description and Purpose:

Sociology offers some important social theories, which provide explanations and critiques of human behavior, social actions and interactions as well as the institutions and the structures of society. The fact that social work is concerned with social change and problem solving is precisely why sociology is important to social work. Nowadays social workers are expected to write their reports in a coherent way, justifying it using theory and research. This course introduces the social work student to the field of sociology; this course teaches how sociology is connected to and fundamental to effective social work practice.

Course Objectives:

- To familiarize the students with the concepts of sociology that enables the development of the individuals
- To focus on various concepts of social differences, including differences in social behaviour and know the relevance of social hierarchies and social power in everyday life.
- To acquire the knowledge about sociological perspectives in order to maximize the development of human potential and the fulfilment of human needs.

Course Learning Outcomes:

At the end of this course the students should be able to:

- ✓ Understand concepts of sociology and its interdisciplinary nature,
- ✓ Explain the basic theories of society, socialization and community development,
- ✓ Outline the types of social groups and it's dynamics.
- ✓ Analyze the role of political institutions in society.

Course Content:**UNIT -I (12 Hours)**

Study of Society: Meaning, Significance, Nature and Scope of Sociology and its Relationship with Social Work and other social sciences, Society as a System of Relationship; Socialization: process, mechanism and agencies; Basic Social Concepts: community, association, institution, organization, social structure, and culture.

UNIT -II (10 Hours)

Basic Concepts of Community, Association and Institution; society: Social Stratification- Meaning Class and caste divisions; Indian Social institutions; Marriage, Family and Kinship State, Law and Religion.

UNIT -III (10 Hours)

Social Groups- Primary, Secondary and reference group; Types of Societies-Rural, Urban and Tribal; Social change : Concept, Factors, Process-westernization modernization, sanskritization, and Theories; Social Control : Concept, Forms and Agencies.

UNIT -IV (10 Hours)

Role of Political institutions in Society: Concepts of rights, liberty, justice, equality, power and authority; Concept of Welfare State; Directive Principles of State Policy.

UNIT -V (10 Hours)

Theories of Society: Significance a theoretical understanding of social, Evolutionary, Structuralism and Functionalism, Conflict theory, Social Action – theory of social action.

REFERENCE TEXT BOKS:

1. Alexander, Jeffrey C. 1987. Twenty lectures: Sociological theory since world war New York: Columbia University Press.
2. Collins, Randall. 1997 (Indian edition). Sociological theory. Jaipur and New Delhi: Rawat.
3. Ritzer, GeorGe. 1992 (3rd edition). Sociological theory. New York: McGraw-Hill.
4. Sturrock, John (ad.), 1979. Structuralism and since: From Levi Strauss to Derida. Oxford Oxford University Press.
5. Turner, Jonathan H. 1995 (4th edition). The structure of sociological theory.Jaipur and New Delhi: Rawat.
6. Zeitlin, Irving M. 1998 (Indian edition). Rethinking sociology. A critique of contemporary theory. Jaipur and New Delhi: Rawat.
7. Bottomore, T.B. - Sociology: A guide to Problems and Literature, London : George Allen and Unwin
8. Day, P.R. Sociology in Social Work Practice, London: MacMillan
9. Dube, S.C. Indian Village, London. Routledge and Kegan Paul.
10. Furer-Haimedarf, C.V. Tribes of India: The struggle of Survival, Delhi:Oxford University
11. Kapadia, K.M.: Marriage and Family ill India, Bombay, OUP.
12. Srinivas, M.N.: Social Change in Modern India,' Bombay : Allied Publishers.
13. Maclver, R.M. and C.H. Page: Society: Ali Introductory Analysis, Madras:Mac Millan India, Ltd.

22SWO103: Social Work with Individuals

Course Name	Social Work with Individuals	L	T	P	C	IM	EM	TM
Course Code	22SWO103	4	0	0	4	30	70	100

L-Lecture, T-Tutorial, P-Practical, C-Credits, IM-Internal Marks, EM-External Marks, TM-Total Marks

Course Description and Purpose:

This course provides an overview of generalist social work practice at the micro level of intervention. The course prepares students to engage individuals from a holistic view throughout the helping process. This includes the generalist practitioner's knowledge, values and skills in working with individuals. The course also incorporates the development of interviewing and active listening skills in order to assist students in providing competent services to individuals who are underserved, marginalized or oppressed.

Course Objectives:

- To understand social casework as a method of social work practice.
- To develop capacity to understand and accept the uniqueness of individuals and work towards strengthening personality of clients by fostering skills of self-help.
- To understand the process involved in social work in individualized situations.
- To develop self-awareness and skills in working with individual clients.

Course Learning Outcomes:

At the end of this course the students should be able to:

- ✓ Develop understanding of working with individuals
- ✓ Learn different approaches, processes and interventions of case work practice
- ✓ Develop skills and techniques of working with individuals in different settings.
- ✓ Explore and develop the professional self and skills of a practitioner

Course Content:

UNIT -I (12 Hours)

Social case Work – Concept, definition, meaning, objectives and history, Dynamics of human behavior and its application to Social Case Work - Basic components of Social Case Work - Problem, Person, Process, Basic principles of Social Case Work; Relationship – nature, establishment, maintenance, termination, Transference, counter transference.

UNIT -II (10 Hours)

Types of problems faced by Individuals and families; individual differences and needs - Family assessment in casework practice -Theories and approaches: Psycho-social approach, Functional approach, Problem solving approach, Crisis Theory, Family intervention, Behavioural modification, Transactional analysis and Holistic approach.

UNIT -III (10 Hours)

Case Work Process – Study (methods, techniques and their uses, Case recording, Interview, Collateral contacts etc) Diagnosis (factors involved in diagnosis, differential diagnosis). Treatment (methods and techniques). Discussion of case work reports. Approaches in Social Case Work – functional, diagnostic, crisis intervention, counseling, psycho therapy, behavior modification and Family Therapy. Interview recording and Supervision.

UNIT -IV (10 Hours)

Tools for Help: Case work tools: Interview, home visit, observation, listening, communication skills, rapport building. Records: Nature, purpose and principles of recording - Techniques of casework: Supportive, resource enhancement and counseling -Self as a professional: Professional self - Conflicts and dilemmas in working with individuals and families.

UNIT -V (10 Hours)

Application of Method: Primary and secondary settings - Application of methods in family, women, and child welfare settings, marriage counseling centers, schools settings, medical and psychiatric settings, correctional institutions, and industry.

REFERENCE TEXT BOOKS:

- 1) Mathew, G. (1992). An introduction to social casework. Bombay: Tata Institute of Social Science
- 2) Upadhyay, R. K. (2003). Social casework: A therapeutic approach. New Delhi, India:Rawat Publications
- 3) Siddiqui, H. Y. (2015). Social work & human relations. New Delhi, India: Rawat Publications.
- 4) Mathew, Grace (1992) An Introduction to Social Case Work, Bombay, Tata Institute of Social Sciences.
- 5) Richmond, M. E. (1922). What is Social Case Work? An Introductory Description, New York: Sage Foundation.
- 6) Richmond, M. E. (1917). Social Diagnosis, New York, Free Press.
- 7) Sainsbury, Eric, (1970). Social Diagnosis in Case Work, London: Routledge and Kegan Paul.
- 8) Timms, N. (1964). Social Case Work: Principles and Practice, London: Routledge and Kegan Paul

22SWO104: Dynamics of Human Behavior

Course Name	Dynamics of Human Behavior	L	T	P	C	IM	EM	TM
Course Code	22SWO104	4	0	0	4	30	70	100

L-Lecture, T-Tutorial, P-Practical, C-Credits, IM-Internal Marks, EM-External Marks, TM-Total Marks

Course Description and Purpose:

The human behavior is a dynamic phenomenon which changes due to factors such as new experiences, learning, socio-cultural considerations, biological and psychological processes. This course will introduce students to the dynamics of human behavior in the social environment focusing on the interrelatedness of the biological, psychological and social dimensions of human behavior.

Course Objectives:

- Understand the basics in human behaviour, psychology and psychological functions
- Recognize the significance of human growth and development and determinants of human behaviour
- Understand the biological basis of behavior and fundamental tests in psychology

- Recognize the relevance of understanding human behaviour in Social Work Practice and different psychotherapies

Course Learning Outcomes:

At the end of this course the students should be able to:

- ✓ Understand the nature and development of human behaviour in socio-cultural context.
- ✓ Develop a critical perspective of the theories of human behaviour and personality.
- ✓ Learn to apply concepts and theories of psychology in social work practice.
- ✓ Recognize the significance of developing their perspectives in accordance with specific psychological theories.
- ✓ Correlate the different human behavioural models with their corresponding empirical occurrences.
- ✓ Critique the evolutionary and conditioning effects on the constitution of human behaviour.
- ✓ Interpret human psychological manifestations as per established standards and measures.

Course Content:

UNIT -I (12 Hours)

Understanding human behavior, heredity and environment in shaping human behavior - Basic psychological Process: Perception, Motivation and Intelligence.

UNIT -II (10 Hours)

Nature and principles of human growth and development – stages of life span from conception to old age – Theories of human development – Freud’s Psycho –sexual theory; Erickson’s psycho social theory-Relevance of social work practice across the stages of development.

UNIT -III (10 Hours)

Personality: meaning, definition, types of personality. Factors in adjustment, stress, frustration and conflicts- Defence mechanism – types.

UNIT -IV (10 Hours)

Learning – Nature and theories- classical conditioning, operant conditioning - Application of learning principles in behavioral theory and behavioral modification techniques - Attitudes – Formation and change of attitudes – Leadership – types, traits and functions.

UNIT -V (10 Hours)

Concept of Normalcy and Abnormalcy, Defense Mechanisms, Etiology of Abnormal Behavior; Symptoms of Abnormal Behaviour Types of Abnormal Behavior: Psychosis and Psycho-neurosis, Management of Mental Disorders.

REFERENCE TEXTBOOKS:

- 1) Aron. F. Witting and Gurrey Williams (1984): Psychology: An Introduction Mc GrawHill Inc. USA.
- 2) A. Christine Parham (1988): Psychology: Studying the Behaviour of people. SouthWestern Publishing Company USA.
- 3) Caroln Wade & Carol Tavis (1987) Psychology Harper and Row Publishers, NewYork.
- 4) Frank. J.Landy (1980): Psychology: The Science of people, Prentice Hall Inc.Englewood Cliffs. N.J.O
- 5) Linda L. David off (1980): Introduction to Psychology Mc. Graw Hill Inc. USA.

- 6) Morgan, King and Scholper: Introduction to Psychology Mc. Graw Hill Inc. USA, New Delhi.
- 7) Stan Albrecht Darwin L. Thomas Bruce A. Cahndwick (1980): Social Psychology Prentice Hall. Engle wood Cliffs. N.J.
- 8) Raven & Ruben (1983): Social Psychology John Wiley and Sons New York.
- 9) Henry Clay LIngren (1986): An Introduction to Social Psychology Wiley Eastern Limited New Delhi.
- 10) Irvin G. Sarason Barbara R. Sarason (1989) Abnormal Psychology Prentice Hall. Engle woods Cliffs. N.J.
- 11) Benjamin Leinmuntz (1980): Essentials of Abnormal Psychology, Harper and Row Publishers. San Francisco.

22SWO105: Personality Development through Life Enlightenment Skills

Course Name	Personality Development through Life Enlightenment Skills	L	T	P	C	IM	EM	TM
Course Code	22SWO105	4	0	0	4	30	70	100

L-Lecture, T-Tutorial, P-Practical, C-Credits, IM-Internal Marks, EM-External Marks, TM-Total Marks

Course Description and Purpose:

Personality development is the development of your behavior patterns and attitude. It is the result of where we are born, the circle we interact with and our personal temperament. Every person is different. There are some characteristics traits that make you unique. Personality development through life enlightenment course aims to help students identify negative behaviors which may be stopping them from reaching their desired goals. This course will help students both in their personal and desired professional life. The other purposes of personality development through life enlightenment course are to enable you lead stress-free and healthier life, ethical decision making ability, enhanced confidence level, and building a more pleasing personality.

Course Objectives:

The Course will introduce the students to

- 1) Learn to achieve the highest goal happily.
- 2) Become a person with stable mind, pleasing personality and determination.
- 3) Learn to build positive attitude, self-motivation, enhancing self-esteem and emotional intelligence
- 4) Learn to develop coping mechanism to manage stress through Yoga and meditation techniques
- 5) Awaken wisdom among them.

Course Learning Outcomes:

At the end of this course the students should be able to:

- Develop their personality and achieve their highest goals of life.
- Lead the nation and mankind to peace and prosperity
- Practice emotional self regulation.

- Develop a positive approach to work and duties
- Develop a versatile personality

Course Content:

UNIT I (12 Hours)

Introduction to Personality Development

The concept of personality - Dimensions of Personality – Theories of Personality development (Freud & Erickson) – The concept of Success and Failure – Factors responsible for Success – Hurdles in achieving Success and Overcoming Hurdles — Causes of failure – Conducting SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis.

UNIT II (10 Hours)

Attitude, Motivation and Self-esteem

Conceptual overview of Attitude – Types of Attitudes – Attitude Formation – Advantages/Disadvantages of Positive/Negative Attitude - Ways to Develop Positive Attitude
Concept of motivation: Definition and Nature of Motivation/Motive – Internal and external motives – Theories of Motivation – Importance of self- motivation- Factors leading to demotivation.

Self-esteem - Definition and Nature of self-esteem – Do's and Don'ts to develop positive self-esteem – Low self esteem - Personality having low self esteem - Positive and negative self esteem.

UNIT III (10 Hours)

Other Aspects of Personality Development

Body language - Problem-solving - Conflict Management and Negotiation skills - Decision-making skills - Leadership and qualities of a successful leader – Character building -Team-work – Time management - Work ethics – Good manners and etiquette – Emotional Ability/Intelligence – Dimensions of Emotional Intelligence – Building Emotional Intelligence.

UNIT IV (10 Hours)

Neetisatakam-Holistic Development of Personality

Verses- 19,20,21,22 (wisdom) – Verses- 29,31,32 (pride and heroism) – Verses- 26,28,63,65 (virtue)

Personality of Role Model – Shrimad Bhagwadgeeta

Chapter2-Verses 17 – Chapter 3-Verses 36,37,42 – Chapter 4-Verses 18, 38,39 – Chapter18 – Verses 37,38,63

UNIT V (10 Hours)

Yoga & Stress Management

Meaning and definition of Yoga - Historical Perspective of Yoga - Principles of Astanga Yoga by Patanjali – Meaning and Definition of Stress - Types of Stress - Eustress and Distress –Stress Management – Pranayama- Pranayama: Anulom and Vilom Pranayama - Nadishudhi Pranayama – Kapalabhati-Pranayama - Bhramari Pranayama - Nadanusandhana Pranayama – Meditation techniques: Om Meditation - Cyclic meditation : Instant Relaxation technique (QRT), Quick Relaxation Technique (QRT), Deep Relaxation Technique (DRT) (Theory & Practical).

PRACTICAL COMPONENTS:

- Students should identify different types of personality to know their own personality. Students are to describe the characteristics of their personalities and submit the same for assessment.
- Students are to form in groups (a group consists of 4-6 students) to identify and write a brief note on famous personalities of India and World.
- Students are required to identify different types of attitudes and give any five examples of each.
- Students are expected to check their attitudes and develop ways to improve their attitudes at work place and home.
- Students are required to identify keys to self-motivation to achieve their goals.
- Students are expected to identify at least seven types of body language and conduct activities with the following:

S. No.	Pose	Possible Interpretations
1	Standing with your hands on your hips	Aggressive, disgusted
2	Standing upright	Confidence
3	Arms crossed on your chest	Defensive
4	Resting your hand on your cheek	Thinking
5	Touching or rubbing your nose	Doubt, lying
6	Resting your head in your hands	Boredom, tired
7	Tapping your fingers	Impatience
8	Biting your nails	Nervous, insecure
9	Playing with your hair	Insecure
10	Rubbing your eyes	Disbelief, doubt

- **Conduct the following exercise to develop communication skills – Negotiation Skills and Empathy**

Conduct following Time management activity - Ribbon of Life

Take a colored ribbon length of approximately 1 meter/100 cm. and scissors. Start with the following questions:

1. If the life span of an individual is say, 100 years. Consider that each cm represents one year. The response will be that few live that long. Assuming a life of 75 to 90 years, cut 10 to 25 cm off the ribbon, accordingly.
2. What is the average age of the participants sitting here, the response would be 25 to 30 depending on the group, in that case, cut another 25 cms of the ribbon and say that is gone you cannot do anything.
3. What is left is 50 years? People will say, "Yes," but the answer is NO.
4. Every year we have 52 weeks that is 52 Sundays. If we multiply that by 50 years, it comes to 7.14 years. Reduce the ribbon by another 7.14 cm.
5. We also usually have Saturdays off, so reduce another 7. cms.

6. Public/National holidays are 10 multiple with 50 years. That comes to another 1.5years. Reduce ribbon by another 1.5 cms.
7. Your casual leave, sick leave, and annual holidays approx. 40 days a year, multiplied by 50. Cut off another 5 cms. Now you are left with about 29.5 years. But, the calculation is not over yet.
8. You sleep an average of 8 hours daily; multiply that by 365 days and again by 50 years (i.e. 122 days X 50 = almost 17 years). Cut off another 17 cm.
9. You spend time eating lunch, breakfast, snacks, and dinner total 2 hours daily (i.e.30 days a year X 50 years= 4 years or so). Cut off another 4 cm.
10. Last, let's figure we spend about 1 hour a day traveling from place to place for activities and such. (that's about 2 more years). We're down to 6 (SIX) years of life to make it or break it.

REFERENCE TEXT BOOKS:

1. Hurlock, E.B. Personality Development, 28th Reprint. New Delhi: Tata McGraw Hill,2006.
2. Gopinath,Rashtriya Sanskrit Sansthanam P, Bhartrihari's ThreeSatakam, Niti-sringar-vairagya, New Delhi, 2010
3. Swami Swarupananda, Srimad Bhagavad Gita, Advaita Ashram,Publication Department,Kolkata, 2016.
4. Lucas, Stephen. Art of Public Speaking. New Delhi. Tata - Mc-Graw Hill. 2001
5. Mile, D.J Power of positive thinking. Delhi. Rohan Book Company, (2004).
6. Pravesh Kumar. All about Self- Motivation. New Delhi. Goodwill Publishing House.2005.
7. Smith, B. Body Language. Delhi: Rohan Book Company. 2004
8. Yogic Asanas for Group Training - Part-I: Janardhan Swami Yogabhyasi Mandal, Nagpur.
9. Rajayoga or Conquering the Internal Nature by Swami Vivekananda, Advaita Ashrama(Publication Department), Kolkata.
10. Nagendra H.R nad Nagaratna R, Yoga Perspective in Stress Management, Bangalore,Swami Vivekananda Yoga Prakashan.

Online Resources:

1. https://onlinecourses.nptel.ac.in/noc16_ge04/preview
2. <https://freevideolectures.com/course/3539/indian-philosophy/11>

22 SWO106: Concurrent Filed Work

Course Name	Concurrent Filed Work	L	T	P	C	IM	EM	TM
Course Code	22SWO106	0	0	6	3	30	70	100

L-Lecture, T-Tutorial, P-Practical, C-Credits, IM-Internal Marks, EM-External Marks, TM-Total Marks

Objectives of Concurrent Filed Work:

- To understand the functioning of the organization
- To practice the primary methods of social work with the beneficiaries of the agency
- To understand various projects and programs of the organization
- To interact with professional social worker, subject experts and staff members
- To realize the need, scope and role of professional social worker in the setting/agency.

Students have to undergo a minimum of 20 days of Concurrent Field work in first semester. Students are supposed to attend prescribed hours of Individual Conference (IC) and Group Conference (GC) with concerned Faculty Supervisors and submit IC/GC reports. The student's performance in the field will be evaluated by means of Poster/oral/PPT presentation and External Viva –voce examination.

Course Outcomes:

- ✓ Learn the basic skill to work in the community. Appraise and evaluate the functioning of the various government and non-government organisation
- ✓ Build rapport with the people and establish professional relationship with the agency worker
- ✓ Assess, prioritize and address the individual, group and community needs and problems
- ✓ Apply the primary social work methods such as case work, group work and community organisation.

Orientation provides information regarding.

- i. the importance and place of the field work in the educational programme.
- ii. the purpose, functions and ethics in professional practice.

In the first two weeks, the learners may make a local directory to include emergency numbers of Hospitals/ PHCs/ Police/ Panchayath Office and Network Agencies along with references to other developmental and welfare services in the location.

Visits - provide an exposure to and understanding of the services provided in responses to people's needs. (Agencies in health setting, education, community, institutional services, criminal justice system, civic administration, rehabilitation etc.)

Structured experience laboratory - is a classroom activity, which provides opportunities through the games/activities, to form the involvement of self in various practice skills. These laboratory experiences are designed in small groups to encourage participation, sharing of the experience and aid in examining learning and applications of skills. These sessions have a specific objective of experiencing self, and applying /using self in practice. (Relationship skills, Communication skills etc., will be focused)

Concurrent practice learning of two-days a week - on going learning of practice is an opportunity to develop intervention skills in reality situations. This entails learning social work practice for two, or two and a half days or its equivalent, each week of the semester.

The learners may be placed in agencies or in communities to initiate and participate in direct service delivery. Practice learning is a vital component of the educational opportunity to be provided to the learner. The teaching-learning process must be designed to help the learner to move on the mastering strategies, skills and techniques to practice social work.

The learners shall submit a hand written individual report not less than a minimum of 60 pages (50page report and 10-page evidence) within 10 days after completion of the field visit/camp. The report shall consist the details from the initial stage to its termination.

ASSESSMENT:

1. Only those students who have participated themselves in all the activities from the initial stage to completion of the camp and complied with the guidelines provided are eligible to appear for the field work assessment and viva –voce examination.
2. The assessment of the above field work practicum is based on the quality of participation of the learner in the process of the camp, contents of the reports and the performance of the trainee in the viva- voce.
3. The assessment of concurrent field work and viva-voce shall be jointly evaluated and conducted by one internal and one external examiner or by two internal examiners if there no external examiners available selected from the panel of examiners and as approved by the controller of examination.
4. A minimum of 50% of the marks shall be scored to pass in the field practicum excluding internals.
5. The failed candidate in the concurrent field will be promoted to the next semester as per the university rule. But, they have to redo the field work/ camp along with the fresh batch of first semester students, by fulfilling all other requirements stipulated in this regard.

22SWO201: Social Work with Groups

Course Name	Social Work with Groups	L	T	P	C	IM	EM	TM
Course Code	22SWO201	4	0	0	4	30	70	100

L-Lecture, T-Tutorial, P-Practical, C-Credits, IM-Internal Marks, EM-External Marks, TM-Total Marks

Course Description and Purpose:

This course presents theoretical and practical approaches to social work with small groups, with particular emphasis on the dynamics of small group process and appropriate worker interventions. This course aims at developing the understanding of Group Work as a method, developing skills for intervention, and gaining knowledge of the scope of this method in various settings.

Course objectives:

- To develop awareness about the specific characteristics of Group Work and its contributions as a method of social work intervention,
- To gain knowledge about group formation and the use of a variety of group approaches.
- To develop understanding of concepts, dynamics and small group theory in relation to all types of groups, e.g. family, staff, committee, long-term client groups.
- To identify the various situations and settings where the method could be used in the context of social realities of the country.

Course Learning Outcomes:

At the end of this course the students should be able to:

- Develop understanding of group work as a method of professional social work
- Gain insight into various dimensions of group processes and group work practice
- Develop competencies for working with groups in diverse settings

Course Content:

UNIT I (12 Hours)

Introduction and history of Group Work: Understanding of groups - Characteristics and significance of group - Definition of Social Group Work - Characteristics of Social Group Work - Purpose of Social Group Work; Historical evolution of group work with special emphasis on the Indian Context - Type of Groups: Types and approaches based on objectives and purpose - Type of membership - Time duration - Social group work in different settings and analysis of group processes

UNIT II (10 Hours)

Group Processes and Group Dynamics: Importance of group processes - Typical patterns - Processes in different type of groups - Worker's skills in identifying and understanding processes - Bond, sub-groups, role - Leadership - Isolation - Decision making - Conflict – Communication - Relationships.

UNIT III (10 Hours)

Middle Phase and Use of Program: Characteristics of middle phase - Group structures - Group dynamics - Facilitation skills - Role of group workers - Comparison across phases - Concept and principles - Program planning - Skills in program planning - Facilitation: Knowledge of skills and techniques for effective work with groups/problem solving.

UNIT IV (10 Hours)

Recordings in Group work: Importance of recording in social group work - Principles of recording - Recording structure - Types of recording - Evaluation in Groups and Termination Phase : Importance of evaluation - Types of evaluation - Methods of evaluation - Need for termination - Types of termination - Characteristics of termination phase - Worker's skills.

UNIT V (10 Hours)

Application of Group Work: Application in health settings, school settings, family welfare settings, industrial settings, women and child welfare settings.

REFERENCE TEXT BOOKS:

- 1) Klein, A. F. 1970 Social Work through Group Process: School of Social Welfare, Albany: State University of New York.
- 2) Konopka, G. 1963 Social Group Work: A Helping Process, Englewood Cliff. N J: Prentice-Hall Inc.
- 3) Milson, Fred 1973 An Introduction to Group Work Skills, London, Routledge and Kegan Paul.
- 4) Northen, H. 1969 Social Work with Groups. New York: Columbia University Press.
- 5) Pepell, C.P. and Social Work with Groups, New York: Rothman, B. The Haworth Press.
- 6) Sundel, M., Glasser, Individual Change through Small Sarri, R., and Vinter, R. Groups, New York: The Free Press, 1985
- 7) Toselane, R. W. and An Introduction to Group Work Practice, Rivas, R. F. 1984 New York: Macmillan Publishing Co.

22SWO202: Social Work with Communities

Course Name	Social Work with Communities	L	T	P	C	IM	EM	TM
Course Code	22SWO202	4	0	0	4	30	70	100

L-Lecture, T-Tutorial, P-Practical, C-Credits, IM-Internal Marks, EM-External Marks, TM-Total Marks

Course Description and Purpose:

Community organization / development, as a method of social work practice, is seen as a means to facilitate communities towards self-directed change. It takes as its basis the inequalities in society manifested through processes of marginalization, discrimination or disempowerment of groups, which have resulted in the loss of control over resources, be they tangible or intangible. The strategies of Community Organisation practice being addressed as part of the course cover a range spanning different ideologies, from those being people-initiated, and those that are initiated by the elite. Community organization is seen as a means as well as an end, where collective processes are to sustain the community's capacity to bring about change

Course Objectives:

- To understand the critical elements of community organisation practice.
- To enhance critical understanding of the models and strategies for community organisation practice.
- To make the micro-macro connections between the range of complex issues in practice.
- To develop attitudes conducive to participatory activities for civil society.

Course Learning Outcomes:

At the end of this course the students should be able to:

- ✓ Outline the various theories of demand for money
- ✓ Explain the components of money supply and changes in money supply
- ✓ Explain various concepts of business cycles
- ✓ Analyze the theories of inflation
- ✓ Explain the importance of Monetary and Fiscal Policy in economic development

Course Content:

UNIT I (12 Hours)

Community: Concept, characteristics, types and functions - Understanding of community organisation practice: Definition of community organization, values and principles of Community Organisations, ethics of community organization practice - Community Organization Practice: Community work within social work, Understanding Human Rights in community organisation practice - Historical development of community organisation practice.

UNIT II (10 Hours)

Power: Concept of power - The range of perspectives - Dimensions of power relevant to community organization - Empowerment: Concept of Empowerment - Barriers to, process and cycle of empowerment - Gender and Empowerment: Gender sensitive community organization practice.

UNIT III (10 Hours)

Models and Strategies of Community Organization - Locality Development Model - Social Planning Model - Social Action Model - Select methods of public interest mobilization, litigation, protests and demonstrations, Dealing with authorities, Public Relations, Planning, Monitoring and Evaluation - Roles in different models attributes and attitude.

UNIT IV (10 Hours)

Community Organization as a Method: Relevance of community organisation as a method across different spheres of social work intervention and relook at own attitudes - Skills of Community Organization Practitioner: Problem analysis, resource mobilization, conflict resolution, organizing meetings, writing and documentation, networking, training.

UNIT V (10 Hours)

Strategy and Roles: Unionization as strategy - Advocacy in community organization -Current debates in Community Organisation Practice: Emerging issues - Impact of macro policies.

REFERENCE TEXT BOOKS:

- 1) 1. Arora R. K. (Ed.) 1979 People's Participation in Development Process:Essays in Honour of B. Mehta, Jaipur: the HCM State Institute of Public Administration.
- 2) Battern, T. R. 1962 The Non-Directive Approach in Group and Community Work, London: Oxford University Press.
- 3) Brager, G. and Community Organisation, New York: Specht, H. 1969 Columbia University Press.
- 4) Battern, T. R. 1965 The Human Factor in Community Work, London: Oxford University Press.
- 5) Dandavate, M. 1977 Marx and Gandhi, Bombay: Popular Prakashan Pvt. Ltd.
- 6) Dayal, R. 1960 Community Development Programme in India, Allahabad: Kitab Mahal Publishers.
- 7) 7. Dunham, Arthur E. 1970 The Community Welfare Organisation, New York, Thomas Y. Crowell.
- 8) Warren, R. L. 1965 Studying Your Community, New York: Free Press.

22SWO203: Human Rights in Social Work Practice

Course Name	Human Rights in Social Work Practice	L	T	P	C	IM	EM	TM
Course Code	22SWO203	4	0	0	4	30	70	100

L-Lecture, T-Tutorial, P-Practical, C-Credits, IM-Internal Marks, EM-External Marks, TM-Total Marks

Course Description and Purpose:

Social workers deal with common human needs. Social workers apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and engage in practices that advance social, economic, and environmental justice. In doing so, they seek to uphold the rights of the individuals or groups with whom they are working. This course will help students to develop a critical understanding of social, political and economic

realities in the society. It will facilitate and enhance their ability to grasp the issue of social justice and human rights confronting our society. This course will provide the theoretical, conceptual, and practical foundation for social workers to engage in a human rights-based approach to social work

Course Objectives:

- To understand concepts of human rights and rights based perspective in social work practice,
- To identify structural barriers, inequalities and systemic changes existing in the society,
- To critically examine legal mechanisms available for protection of human rights of different vulnerable groups of the society,
- To understand various government and non government interventions for protecting and promoting rights of the vulnerable groups and marginalized communities.

Course Learning Outcomes:

At the end of this course the students should be able to:

- ✓ Understand the context of Human Rights and the emergence of rights based perspective in social work practice.
- ✓ Apply human rights framework for understanding issues and concerns affecting society.
- ✓ Develop knowledge and skills required in working for a just society.
- ✓ Develop appropriate attitudes and commitment required to work for a just and equitable society.
- ✓ Acquire a critical understanding of institutional mechanisms and systems for attainment of social justice and protection of human rights.

Course Content:

UNIT I (12 Hours)

Introduction to human rights and social work: Social work as a human rights profession: Its values, the Code of Ethics, and the overarching mission of the profession - Concept and historical context of Human Rights - Theories and philosophy of human rights: Political systems and Paradigms.

UNIT II (10 Hours)

NGOS & Social Work & Human Rights: Non-governmental organizations guiding the promotion of human rights, globally, their impact on social work and social policy - A rights-based approach to social work practice.

UNIT III (10 Hours)

Marginalized groups in the Indian society: OBC, SC/ST, minorities - Occupations and Vulnerable groups: persons with disability, child workers, domestic workers, manual scavengers, commercial sex workers, Bonded Labour and Migrant workers - Human rights concerns of Refugees and victims of conflicts and violence - Human right issues under globalization, climate change and development with justice.

UNIT IV (10 Hours)

Instruments of Protection of Human Rights: The Universal Declaration of Human Rights, 1948 - International Covenant on Civil and Political Rights - International Covenant on Economic, Social and Cultural Rights -Global systems: the United Nations, International Human Rights Instruments Covenants and Protocols with specific reference to children and women - International human rights agencies: Amnesty International, Human Rights Watch.

UNIT V (10 Hours)

National Institutions for Protection of Social Justice and Human Rights: Indian Constitution: Fundamental rights, Directive Principles of State Policy and fundamental duties - Indian legal system and protection of marginalized section of society - Statutory bodies/organs for justice – NHRC, NCW, NCM, NC for SC/ST, OBC, Minority - Legal and public advocacy, PIL, legal literacy, free legal aid, RTI.

REFERENCE TEXT BOOKS:

- 1) Singh, A. K. (2014). *Human rights and social justice*. VL Media Solutions, India
- 2) Jansson, B. S. (2002). *Becoming an effective policy advocate: From policy practice to social justice*. Wadsworth Publishing.
- 3) Rehman, K. (2002). *Human rights and the deprived*. New Delhi: Commonwealth publishers
- 4) Mohapatra, A. R. (2001). *Public interest litigation and human rights in India*. New Delhi: Radha publications.
- 5) Janusz, S., & Volodin, V. (ed.) (2001). *A guide to human rights: institutions, standards, procedures*. Paris: UNESCO Publishing.
- 6) Borgohain, B. (1999). *Human rights – Social justice and political challenges*. New Delhi: Kanishka Publishers
- 7) Nirmal, C. J. (1999). *Human rights in India – historical, social and political perspectives*. Delhi: Oxford University
- 8) Ahuja, S. (1997). *People, law and justice: casebook on public interest litigation*. New Delhi: Orient Longman.
- 9) Kothari, S., & Sethi, H. (ed.) (1991). *Rethinking human rights – Challenges for theory and action*. New Delhi: Lokayan Publications.
- 10) Beteille, A. (1981). *The backward classes and the new social order*. New Delhi: Oxford University Press.
- 11) Iyer, V. R. K. (1984). *Justice in words and justice in deed for depressed classes*. New Delhi: Indian Social Institute.
- 12) Nair, T. K. (1975). *Social work education and development of weaker sections*. Madras: Association of School of Social Work in India.
- 13) Reichert, E. (2003). *Social work and human rights: A foundation for policy and practice*. New York: Columbia University press.
- 14) Baxi, U. (2002). *The future of human rights*. New Delhi: Oxford University press.
- 15) Ife, J. (2001). *Human rights and social work: Towards rights-based practice*. UK: Cambridge University Press.

22SWO204: RESEARCH METHODOLOGY & INTELLECTUAL PROPERTY RIGHTS (IPR)

Course Name	Research Methodology & IPR	L	T	P	C	IM	EM	TM
Course Code	22SWO204	3	0	1	3	30	70	100

L-Lecture, T-Tutorial, P-Practical, C-Credits, IM-Internal Marks, EM-External Marks, TM-Total Marks

Course Description and Purpose:

The aim of this course is to develop research bent of mind (spirit of inquiry) and impart research skills to the all Post graduate students. It also encompasses the series of research methodology contents: from problem formulation, to design, to data collection, analysis, reporting and dissemination. This course also covers intellectual property rights (IPR), and intended to equip students with conceptual understandings of current scenario of IPR, and the practical issues encountered in filing patents, trademarks and copyrights.

Course Objectives:

- To understand some basic concepts of research and its methodologies,
- To develop an understanding of the basic framework of research process,
- To develop an understanding of various research designs and techniques,
- To identify various sources of information for literature review and data collection,
- Ability to write a research Proposal, report and thesis, and
- To demonstrate knowledge and understanding of IPR Filing and Rights

Course Learning Outcomes:

At the end of this course the students should be able to:

- ✓ Understand some basic concepts of research and its methodologies
- ✓ Identify appropriate research topics
- ✓ Select and define appropriate research problem and parameters
- ✓ Demonstrate the ability to choose methods appropriate to research aims and objectives
- ✓ Have adequate knowledge on measurement & scaling techniques
- ✓ Have basic awareness of data analysis-and hypothesis testing procedures
- ✓ Prepare a project proposal (to undertake a project)
- ✓ Write a research report and thesis
- ✓ File Patents, Trademarks and Copy Rights

Course Content:**UNIT I (12 Hours)****Foundations of Research**

Meaning of Research – Definitions of Research – Motivation in Research – General Characteristics of Research – Criteria of Good Research – Types of Research – Research Process – Research Methods vs. Methodology – Defining and Formulating the Research Problem – Review of Literature – Approaches to Critical Literature Review – Importance of Literature Review in Identifying Research Gaps and Defining a Problem – Development of Working Hypothesis.

UNIT II (10 Hours)

Research Design, Sampling Concepts, and Data Collection Methods

Meaning, Significance and Characteristics of Good Research Design – Types of Research Design: Exploratory, Conclusive Research and Experimental – Sampling Theory: Types of Sampling and Errors in Sampling – Data Collection: Types of Data – Data Collection Methods and Techniques for Primary and Secondary Data.

UNIT III (10 Hours)

Measurement & Scaling Techniques, Hypothesis Formulation and Testing, Overview of Data Analysis and Report Writing

Basic measurement scales – Reliability & Validity – Definition and Types of Hypothesis – Hypothesis Formulation and Testing Procedure – Overview of Data Analysis: Methods, Process and Types – Report Writing: Significance of Report Writing, Different Steps in Writing Report, Layout of the Research Report, Types of Reports, Oral Presentation, Mechanics of Writing a Research Report, Precautions for Writing Research Reports – How to Write a Research Proposal – Research Ethics, Conflict of Interest and Plagiarism.

UNIT IV (10 Hours)

Intellectual Property Rights (IPR)

Definition and Nature and Features of Intellectual Property Rights (IPR) – Types of Intellectual Property Rights – Procedure for Grants of Patents – Rights of a Patent – Scope of a Patent Rights Licensing and Transfer of Technology – Why protection of intellectual property is important? – Enforcement of IPR – Infringement of IPR.

UNIT V (10 Hours)

Indian and International Scenario and New Developments in IPR

IPR Developments in India for the past Five Years – Development of IPR Laws in India – International Cooperation on IPR – New Developments in IPR – Administration of Patent System – International Patent protection – Case Studies in Indian and Global Contexts.

PRACTICAL COMPONENTS:

1. Students should identify different research problems with examples and describe the characteristics of researchable problems in their academic area/society/community/organization concerned.
2. Students are to form in groups (a group consists of 4-6 students) and conduct critical literature survey with regard to the identified research problems and prepare a brief literature review coupled with research gaps and working hypothesis.
3. Students are required to identify and develop good research design to address the defined research problems.
4. Students are expected to write the research design on Exploratory and Descriptive Research.
5. Students are required to develop practical experience in writing a research proposal by conducting a thorough critical review of any three research proposals (examples).

6. Students are expected to develop templates for technical report writing.
7. Students should conduct a team based mini research project, which is a unified and practical case on a topic of their choice, with approximately 4-6 students per group.
8. Students are expected to identify types of plagiarism in academic research, and how to avoid plagiarism in research.
9. Students are asked to identify and submit a brief report on Indian patents of International repute.
10. Students are asked to write on Patent registration procedure, and visit Official website of Intellectual Property India <https://ipindia.gov.in> to know how to get IPR in India.
11. Students are asked to identify and summarise remedies available against the infringement of intellectual property rights in Indian and global contexts.
12. Students are asked to submit any five examples of ethical issues in copyright and patents.

REFERENCE TEXT BOOKS:

1. Garg, B.L., Karadia, R., Agarwal, F. and Agarwal, U.K., 2002, An introduction to Research Methodology, RBSA Publishers.
2. Cohen, L. Lawrence, M., & Morrison, K. (2005), Research Methods in Education (5th edition). Oxford: Oxford University Press.
3. Kothari, C.R., 1990, Research Methodology: Methods and Techniques, New Age International.
4. Dornyei, Z. (2007). Research Methods in Applied Linguistics. Oxford: Oxford University Press.
5. Anthony, M., Graziano, A.M. and Raulin, M.L., 2009, Research Methods: A Process of Inquiry, Allyn and Bacon.
6. Fink, A., 2009, Conducting Research Literature Reviews: From the Internet to Paper. Sage Publications.
7. Day, R.A., 1992, How to Write and Publish a Scientific Paper, Cambridge University Press.
8. Wadehra, B.L. 2000, Law relating to patents, trade marks, copyright designs and geographical indications. Universal Law Publishing.
9. Coley, S.M. and Scheinberg, C. A., 1990, Proposal Writing, Sage Publications.
10. Carlos, C.M., 2000. Intellectual property rights, the WTO and developing countries: the TRIPS agreement and policy options, Zed Books, New York.
11. Leedy, P.D. and Ormrod, J.E., 2004, Practical Research: Planning and Design, Prentice Hall.
12. Satarkar, S.V., 2000. Intellectual property rights and Copy right. Ess Ess Publications.

13. Important Websites:

- www.ipindia.nic.in - Intellectual Property Office, India
- www.patentoffice.nic.in – Patent office, India
- <http://copyright.gov.in/> - Copyright Office, India
- ipr.icegate.gov.in – Automated Recordation & Targeting for IPR Protection

- <http://www.icegate.gov.in>- E- Commerce portal of Central Board of Excise and Customs
- www.ipab.tn.nic.in - Intellectual Property Appellate Board, India
- www.mit.gov.in – Department of Information Technology, India
- <http://www.mit.gov.in/content/office-semiconductorintegrated-circuits-layout-designregistry>
- Semiconductor Integrated Circuits Layout-Design Registry (SICLDR)
- www.plantauthority.gov.in – Plant Varieties and Farmers' Rights Authority, India
- <http://nbaindia.org/> - National Biodiversity Authority
- www.nipo.in – The Indian IPR Foundation
- www.wipo.int – World Intellectual Property Organisation
- <http://www.wto.org> – World Trade Organisation

22SWO205A: Community Development

Course Name	Community Development	L	T	P	C	IM	EM	TM
Course Code	22SWO205A	4	0	0	4	30	70	100

L-Lecture, T-Tutorial, P-Practical, C-Credits, IM-Internal Marks, EM-External Marks, TM-Total Marks

Course Description and Purpose:

Social work fields that are focused on the needs of large groups of people, communities, and even the entire nation are typically categorized as macro social work careers. Community development seeks to empower individuals and groups of people with the skills they need to effect change within their communities. These skills are often created through the formation of social groups working for a common agenda. Community development course will teach you how to work for the greater good within your designated area.

Course Objectives:

- To enable students to develop an understanding of the centrality of community in the experience of society, economy and polity and hence, of the significance of community mobilizing and organizing,
- To understand the issues and problems, and rights of vulnerable groups in communities,
- To equip students with the knowledge base, skills and techniques for becoming an effective community organizer and development practitioner,
- To build students' understanding of the political economy of development, poverty and marginalization, and ways of intervening effectively from a pro-poor perspective,
- To understanding of various policies, programmes, and legislations for community development

Course Learning Outcomes:

At the end of this course the students should be able to:

- ✓ Develop understanding in community development process
- ✓ Develop understanding in urban policy and politics nationally and regionally.
- ✓ Develop skills and sensitivity to work amongst the vulnerable urban communities

Course Content:

UNIT I (12 Hours)

Rural Community Definition, Characteristics of Rural Communities, Changes in Rural Communities. Urban Community Definition, Urbanization Characteristics of Urban Communities - Tribal Community: Definition and Characteristics of Tribal Communities differences between Rural, Urban and Tribal Communities.

UNIT II (10 Hours)

Community Development: Definition: Community Development Experiment and Projects in Rural Areas: Srinikatan, Marthandom, Gurgon, Baroda, Firka, Nilokhere and Earthwah Project. Urban Areas: Delhi Pilot Project, Baroda Pilot Project, Ahamadabad Pilot Project. Tribal Areas: Hill Area Development Programs.

UNIT III (10 Hours)

Programmes for Community Development – Rural: (IRDP) Integrated Rural Development Programmes - DWCRA (Development of Women and Children Rural Areas. MGNREGS: Mahatma Gandhi National Rural Employment Guarantee Scheme (National and State Level).Indira Kranthi Patham - DWCUA: (Development of Women and Children in Urban Areas. Slum clearance Projects - Tribal: ITDA (Integrated Tribal Development Agency) - GDC (Girijan Development Corporation). Social Workers Response: Creating awareness work for effective implementation of the programmes.

UNIT IV (10 Hours)

Community Development Approaches and Scope of Social Work Practice - Target Approach: Welfare Programmes, Developing Relationships, demonstrating the Purpose, Target Group, Participatory Techniques - Role of Social Worker: Conducting awareness Camps, Strengthening Self – Help Groups, Facilitating Empowerment in the Communities Sensitizing the government functionaries.

UNIT V (10 Hours)

Role of voluntary organisation in community development at local, state and national levels- Role of the UNICEF - Management and evolution of rural and urban project, problems related to rural and urban areas.

REFERENCE TEXT BOOKS:

- 1) Gab Grode K.D. (1971): Community Organizations in India, Popular Prakasam Baby .
- 2) Singh Kumar, (1986): Rural Development Principle Policies and Management, Sage Publications. New Delhi.
- 3) Vasant Desai (1986): Rural Development Vol. I to IV, New Delhi, Himalaya Publication House, Nagapur.
- 4) Annual Report (2005): Department of Rural Development Govt of A.P.
- 5) Climard, Marshal. B.: Slums and Community Development The Press, New Delhi.
- 6) Gopal Bhargana, (1981): Urban Problems and Policy Perspectives in India. Shakthi Malik, Abinay Publications, E – 37, Hauz Khan, New Delhi.

22SWO205B: Social Welfare Administration

Course Name	Social Welfare Administration	L	T	P	C	IM	EM	TM
Course Code	22SWO205B	4	0	0	4	30	70	100

L-Lecture, T-Tutorial, P-Practical, C-Credits, IM-Internal Marks, EM-External Marks, TM-Total Marks

Course Description and Purpose:

Social work administrators help run organizations that provide social services. Often, they oversee the financial side of social work, which includes allocating funds to different initiatives, setting budgets, writing grant proposals, and coordinating fundraising efforts. This course focuses on concepts related to social welfare administration and functionalities.

Course Objectives:

- To understand the concept of social welfare and social welfare administration
- To familiarize the process of establishing and maintaining social welfare organisation
- To attaining knowledge and skills to participate in the management of social welfare organisation
- To understand programme and project management.

Course Learning Outcomes:

At the end of this course the students should be able to:

- ✓ Apply the concept of social welfare and social welfare administration in practice
- ✓ Critically examine the process of establishing and maintaining social welfare organization
- ✓ Apply knowledge and skills to participate, register and manage social welfare organization
- ✓ Appraise the functioning of programmes and project management

Course Content:

UNIT I (12 Hours)

Social Welfare: Meaning, concept and importance of social welfare – policies and programs for scheduled castes, schedule tribes, other backward classes, displaced and disabled, Social welfare organization and its management – government and voluntary, Traditional forms of welfare: charity, mutual-aid, religious organizations, Community support network.

UNIT II (10 Hours)

Social Welfare Administration: Meaning of social welfare administration, Definition, principles and characteristics, Process of administration: Elements (POSDCORB) Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting - Social welfare administration at national, state, and local levels: CSWB (Central Social Welfare Board), Directorate of Social Welfare - Welfare of Specially Challenged, Women and children, Aged-Grants for NGOs/government from Central and State.

UNIT III (10 Hours)

Procedure and registration: Registration - Relevant sections of Societies Registration Act -1860, Indian Trust Act –1882 and Companies Act – 1956, Cooperatives Societies Act 1912,

FCRA-1976 - Document of registration, Memorandum of association and bye-laws Rules and procedures, Overall policy.

UNIT IV (10 Hours)

Organizational Structure, Scope and Public Relations: General body, executive committee, board of trustees, board of directors - duties and responsibilities, Scope of voluntary organization and withdrawal of Government from social sectors Public relations – significance, tools of publicity.

UNIT V (10 Hours)

Nature and concept of Project Formulation and Management: Participatory Study, Assessment of Situation (Situation Analysis), Felt Need identification, Cause and Effect Analysis, Problem Statement, Stakeholder Analysis - General and Measurable Objectives, Analysis of alternative ways of achieving the objectives and choice of alternatives - Force Field Analysis, Programme Evaluation Review Technique (PERT Chart), Project formulations, implementation, monitoring and evaluation Recording, auditing and accountability.

REFERENCE TEXT BOOKS:

- 1) Abha, Vijay and Prakash. (2000). Voluntary Organizations and Social Welfare. ABD Publishers
- 2) Bhattacharya Sanjay. (2006) Social Work Administration and Development. New Delhi,
- 3) Bulsara Jal F (1984), Perspectives on Social Welfare in India, New Delhi: Chand Company Ltd.
- 4) Chowdhary D.Paul. (1992). Social Welfare Administration. New Delhi: Atma Ram
- 5) Dubey S.N. (1973) Administration of social welfare programmes in India, Somaiya pub.,
- 6) Goel S.L., Jain R.K., (1988). Social Welfare Administration VOI. I: Theory and Practice, Deep & Deep Publication,
- 7) Rao, V. (1987). Social Welfare Administration. Bombay: Tata Institute of Social Sciences.
- 8) Sachdeva D R. (2007) Social Welfare Administration in India. Allahabad, KitabMahal.
- 9) Sidmore Rex A. (1990). Social Work Administration: Dynamic Management and Human Relationships. New Jersey: Prentice Hall.

22SWO205C: Management of Human Resource

Course Name	Management of Human Resource	L	T	P	C	IM	EM	TM
Course Code	22SWO205C	4	0	0	4	30	70	100

L-Lecture, T-Tutorial, P-Practical, C-Credits, IM-Internal Marks, EM-External Marks, TM-Total Marks

Course Description and Purpose:

The human resource management course focuses on developing skills and competencies relevant to the management of human resources amongst the students of social work. This course prepares the students to develop an understanding of the work context and the human resource sub systems in the organizations. This course also focuses on building professionals who can manage and develop human resources in different kinds of organizations.

Course Objectives:

- To develop an understanding of management and development of human resources and organizational behavior,

- To provide requisite legal base to address the issues related to human resources in organizations,
- To develop appropriate skills and competencies in managing human resources

Course Learning Outcomes:

On successful completion of this course students will be able to:

- ✓ Develop an understanding of management and development of human resources and organizational behavior
- ✓ Develop an understanding pertaining to concepts and functions of human resource management
- ✓ Develop appropriate skills and competencies in managing human resources

Course Content:

UNIT I (12 Hours)

Human Resource Management: Management Concept, Scope – Contributions of F.W. Taylor, Henry Fayal, Elton Mayo – Human Resource Management Concept, Scope, Philosophy and Policy.

UNIT II (10 Hours)

Human Resource Functions: Human Resource Planning: Concept and Process – Recruitment, Selection and Placement – Job Analysis.

UNIT III (10 Hours)

Training and Development: Concept, Importance – Types and Methods of Training – Identification of Training Needs – Designing, Monitoring and Evaluation of Training and Development Programmes – Performance Appraisal and Counseling.

UNIT IV (10 Hours)

Employee Compensation: Concept, Scope – Job Evaluation – Principles of Wage Determination - Wage Fixation: Allowances, Bonus – Communication and Motivation – Separation Polices and Voluntary Retirement Scheme.

UNIT V (10 Hours)

Innovations and Challenges in HRM: Developmental Supervision - Concept and style Learning organisation and bench marking Employee engagement, Skill mapping, CSR and Corporate Governance - Employee- Employer Dynamics - Workers Participation in Management

REFERENCE TEXT BOOKS:

- 1) Armstrong, M., Taylor, S. (2017). A handbook of human resource management practice (14th ed.). London: Kogan Page.
- 2) Daft, R. L. (2016). Organization: Theory and design (12th ed.). Mason, Ohio, USA: Cengage Learning
- 3) Mathis, R. L., Jackson, J. H., Valentine, S. R., & Maglich, P. A. (2016). Human resource management, (15th ed.). Boston, USA: Cengage Learning
- 4) Silvera, D. M. (1990). Human resource management: The Indian experience. New Delhi: New India Publications.
- 5) Bratton, J., & Gold, J. (2017). Human resource management, theory and practice. London: Macmillan Press Ltd.

22SWO206: Concurrent Field Work

Course Name	Concurrent Field Work	L	T	P	C	IM	EM	TM
Course Code	22SWO206	0	0	6	3	30	70	100

L-Lecture, T-Tutorial, P-Practical, C-Credits, IM-Internal Marks, EM-External Marks, TM-Total Marks

CONCURRENT FIELD WORK: Objectives

1. To understand the functioning of the organization
2. To practice the primary methods of social work with the beneficiaries of the agency
3. To understand various projects and programs of the organization
4. To interact with professional social worker, subject experts and staff members
5. To realize the need, scope and role of professional social worker in the setting/agency

Course Learning Outcomes:

On successful completion of this course students will be able to:

- ✓ Learn the basic skill to work in the community. Appraise and evaluate the functioning of the various government and non-government organisation.
- ✓ Build rapport with the people and establish professional relationship with the agency worker.
- ✓ Assess, prioritize and address the individual, group and community needs and problems.
- ✓ Apply the primary social work methods such as case work, group work and community organisation.

Students have to undergo a minimum of 20 days of Concurrent Field work in first semester. Students are supposed to attend prescribed hours of Individual Conference (IC) and Group Conference (GC) with concerned Faculty Supervisors and submit IC/GC reports. The student's performance in the field will be evaluated by means of Poster/oral/PPT presentation and External Viva –voce examination.

SOCIAL WORK SKILL LAB

The *skill training programme* will be organized by the department to equip and understand social work curriculum for first semester students. **Duration of the program shall be five days.** Attendance in the skill training program will be compulsory. This program shall comprise of speakers and trainers drawn from practitioners, professional social workers from the field and from academia.

ORIENTATION VISITS

Soon after completion of skill lab training the students will be taken to orientation visits to various NGOs/Hospitals/Industries and Social welfare agencies in and around Krishna District to gain exposure to the various agencies and their functioning. Ten Orientation visits for the II MSW students are mandatory. For the II MSW (semester 2) agency visits related to all the fields of social work will be conducted. Soon after the completion of orientation visits, a student workshop on “Orientation to fields of social work” will be conducted for further understanding and to share the orientation visit experiences and learning. Student should submit observation visit report to the concerned faculty supervisor.

Details regarding the aspects to be observed in the agency

- a. Nature of setting/agency- its objectives, services, programs, structure, and general environment.
- b. Contact person in the setting/agency, management and ongoing activities.
- c. General introduction setting/agency its programs and beneficiaries. Information of other similar services.
- d. Policies and programs supporting the service agency.

ASSESSMENT:

1. Only those students who have participated themselves in all the activities from the initial stage to completion of the camp and complied with the guidelines provided are eligible to appear for the field work assessment and viva –voce examination.
2. The assessment of the above field work practicum is based on the quality of participation of the learner in the process of the camp, contents of the reports and the performance of the trainee in the viva- voce.
3. The assessment of concurrent field work and viva-voce shall be jointly evaluated and conducted by one internal and one external examiner or by two internal examiners if there no external examiners available selected from the panel of examiners and as approved by the controller of examination.
4. A minimum of 50% of the marks shall be scored to pass in the field practicum excluding internals.
5. The failed candidate in the concurrent field will be promoted to the next semester as per the university rule. But, they have to redo the field work/ camp along with the fresh batch of first semester students, by fulfilling all other requirements stipulated in this regard.
