

Course Structure of New Curriculum and Credit Framework for Social Work Undergraduate Programme

(Based on NEP 2020)

Semester III and Semester IV

(w.e.f. Academic Session: 2024-25 onwards)



UGBS Revised Draft

**BANKURA UNIVERSITY
P.O- PURANDARPUR, DIST- BANKURA,
WEST BENGAL INDIA, PIN- 722155**

Programme Structure

Semester- III

Course Code*	Course Title	Credit	Marks			No. of Hours/ Week		
			IA	ESE	Total	Lecture	Tutorial	Practical
A/SW/301/MJC-3	Social Group Work	4	10	40	50	3	1	0
A/SW/302/MJC-4	Open Community Field Work & Viva- voce	4	10	40	50	1	0	3
A/SW/303/MN-3	Social Group Work	4	10	40	50	3	1	0
A/SW/304/MD-3	Social Science Concepts for Social Workers	3	10	40	50	2	1	0
A/SW/305/SEC-3	Social Case Work	3	10	40	50	2	1	0
ACS/306/AEC-3	MIL -2 Bengali, Sanskrit, Santali	2	10	40	50	2	0	0
Total in Semester – III		20	60	240	300	13	04	03

*A: Arts, SW: Social Work, MJC: Major Course, MN: Minor Course, MD: Multidisciplinary Course, SEC: Skill Enhancement Course, AEC: Ability Enhancement Course

Programme Structure

Semester- IV

Course Code*	Course Title	Credit	Marks			No. of Hours/ Week		
			IA	ESE	Total	Lecture	Tutorial	Practical
A/SW/401/MJC-5	Working with Communities	4	10	40	50	03	01	00
A/SW/402/MJC-6	Understanding Psychology for Social Work Practice	4	10	40	50	03	01	00
A/SW/403/MJC-7	Social Welfare Administration	4	10	40	50	03	01	00
A/SW/404/MJC-8	Open Community Field Work & Viva-voce	4	10	40	50	01	00	03
A/SW/405/MN-4	Working with Communities	4	10	40	50	03	01	00
AEC-4	Compulsory English: Literature Language and Communication	2	10	40	50	02	00	00
Total in Semester – IV		22	40	160	200	15	04	03

*A: Arts, SW: Social Work, MJC: Major Course, MN: Minor Course, MD: Multidisciplinary Course, SEC: Skill Enhancement Course, AEC: Ability Enhancement Course

SEMESTER-III

Course Code: A/SW/301/MJC-3
Course Title: Social Group Work

Credit: 4

Full Marks: 50 (Internal Assessment:10 + End Semester Exam:40)

Duration of End Semester Examination: 2 hours

OBJECTIVES:

- To understand the nature and types of groups.
- To understand social group work as a method of social work practice.
- To know the basic concepts, tools, techniques, processes and develop skills of working with groups.
- To develop an understanding of the process of group development and group dynamics.
- To develop an understanding of the application of group work in diverse settings.

COURSE OUTCOME:

- Able to demonstrate familiarity with group work processes, tools and techniques and their application in professional social work practice.
- Able to develop skills of facilitation, analytical thinking, leadership building, programme planning, evaluation and using programme media in groups

COURSE CONTENT:

Unit 1- Introduction to Social Group Work

- Social Group: Introduction, Meaning, Definition and Characteristics
- Social Group Work: Objectives, Nature, Scope, Components
- Historical Development of Social Group Work.

Unit 2- Group Formation:

- Formulation of Groups - Identification of problems for Group Work
- Stages of Group Work and role of Group Worker in different stages of Group Work Practice
- Group Processes and Group Dynamics: Role, Leadership, Decision Making

Unit 3- Group Work Models and Processes

- Models of Social Group Work
- Evaluation- Need and Importance of Evaluation

- Recordings in Group work: Need and Importance of Recording in Social Group Work - Principles of Recording – Recording structure.

Unit 4- Skills and Techniques and Application of Social Group Work Practice

- Skills and Techniques used in the Group Work processes for effective Group Work practice.
- Application in Health Settings, School Settings, Family Welfare Settings, Industrial Settings, Women and Child Welfare Settings
- Group Work with Older Persons and Persons with Disabilities.

SUGGESTED READINGS:

1. Brandler, S. and Roman, C.P. (1999). Group Work Skills and Strategies for Effective Interventions. New York: The Haworth Press.
2. Capuzzi, D., Gross, D. R., Stauffer, M.D. (2010), Introduction to Group Work, Jaipur: Rawat Publications
3. Charles D. Gravin, Lorraine M. Gutierrez, Maeda J Galinsky (2004) Handbook of Social Work with Groups, Rawat Publications.
4. Corey, G. (1997). Groups: Process and Practice. Pacific Grove. CA: Brooks/Cole Publishing.
5. Garland, J. A. (Ed.). (1992) Group Work Reaching Out: People, Places and Power. New York: The Haworth Press.
6. Garwin, C. (1987). Contemporary Group Work. New York: Prentice Hall Inc.
7. Geoffrey, L.G. and Ephross, P.H. (1997) Group Work with Population at Risk. New York: Oxford University Press.
8. Helen, N. and Kurland. R. (2001). Social Work with Groups (3rd ed.). New York: Columbia University Press.
9. Henry, S. (1992). Group Skills in Social Work (Second Edition). CA: Pacific Grove.
10. Siddiqui, H.Y. (2008), Group Work- Theories and Practices, Jaipur: Rawat Publications
11. Sundel, M., Glasser, Sarri, R., and Vinter, R. (1985). Individual Change through Small Groups. New York: The Free Press.

SEMESTER-III

Course Code: A/SW/302/MJC-4

Course Title: Open Community Field Work and Viva-voce

Credit: 4

Full Marks: 50 (Internal Assessment:10 + Viva-voce: 40)

OBJECTIVES:

- To initiate conducting the methods of working with individuals and groups.
- To develop an understanding of the needs, problems and programmes of different target groups, individuals, and communities.
- To develop an understanding of the role of social workers in different settings.
- To develop skills in report writing and use of supervision both at the agency and faculty level.

GENERAL GUIDELINES:

- Students will be placed in rural/urban communities under a faculty supervisor for field work twice a week for thirty days in a semester.
- Every student is required to make a minimum of 80 percent fieldwork visits followed by timely submission of field work documentation (Log sheet, reports, IC, GC etc.).
- Continuous assessment will be carried out based on daily fieldwork reports and participation in individual and group conferences.
- Students must maintain attendance, regularity, and punctuality.
- They will be asked to conduct social casework and social group work in the community apart from the tasks assigned by the supervisor.
- They shall write their final term evaluation report as per the suggestions and recommendations of the concerned faculty supervisor.
- Active participation during IC/GC will help the students to develop reflective critical thinking about the application of social work methods in the field setting.
- Students may be assigned any other field-based assignment as deem fit by the concerned department.

FIELD WORK EVALUATION:

- Internal Assessment: 10 marks
- Report writing and Viva-voce: 40 marks

SEMESTER-III

Course Code: A/SW/303/MN-3

Course Title: Social Group Work

Credit: 4

Full Marks: 50 (Internal Assessment:10 + End Semester Exam: 40)

Duration of End Semester Examination: 2 hours

OBJECTIVES:

- To understand the nature and types of groups.
- To understand social group work as a method of social work practice.
- To know the basic concepts, tools, techniques, processes and develop skills of working with groups.
- To develop an understanding of the process of group development and group dynamics.
- To develop an understanding of the application of group work in diverse settings.

COURSE OUTCOME:

- Able to demonstrate familiarity with group work processes, tools and techniques and their application in professional social work practice.
- Able to develop skills of facilitation, analytical thinking, leadership building, programme planning, evaluation and using programme media in groups

COURSE CONTENT:

Unit 1- Introduction to Social Group Work

- Social Group: Introduction, Meaning, Definition and Characteristics.
- Social Group Work: Objectives, Nature, Scope, Components.
- Historical Development of Social Group Work.

Unit 2- Group Formation

- Formulation of Groups - Identification of problems for Group Work.
- Stages of Group Work and role of Group Worker in different stages of Group Work Practice
- Group Processes and Group Dynamics: Role, Leadership, Decision Making.

Unit 3- Group Work Models and Processes

- Models of Social Group Work.
- Evaluation- Need and Importance of Evaluation.
- Recordings in Group work: Need and Importance of Recording in Social Group Work - Principles of Recording – Recording structure.

Unit 4- Skills, Techniques and Application of Social Group Work Practice

- Skills and techniques used in the Group Work processes for effective Group Work practice.
- Application in Health Settings, School Settings, Family Welfare Settings, Industrial Settings, Women and Child Welfare Settings.
- Group Work with Older Persons and Persons with Disabilities.

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1. Brandler, S. and Roman, C.P. (1999). Group Work Skills and Strategies for Effective Interventions. New York: The Haworth Press.
2. Capuzzi, D., Gross, D. R., Stauffer, M.D. (2010), Introduction to Group Work, Jaipur: Rawat Publications
3. Charles D. Gravin, Lorraine M. Gutierrez, Maeda J Galinsky (2004) Handbook of Social Work with Groups, Rawat Publications.
4. Corey, G. (1997). Groups: Process and Practice. Pacific Grove. CA: Brooks/Cole Publishing.
5. Garland, J. A. (Ed.). (1992) Group Work Reaching Out: People, Places and Power. New York: The Haworth Press.
6. Garwin, C. (1987). Contemporary Group Work. New York: Prentice Hall Inc.
7. Geoffrey, L.G. and Ephross, P.H. (1997) Group Work with Population at Risk. New York: Oxford University Press.
8. Helen, N. and Kurland. R. (2001). Social Work with Groups (3rd ed.). New York: Columbia University Press.
9. Henry, S. (1992). Group Skills in Social Work (Second Edition). CA: Pacific Grove.
10. Siddiqui, H.Y. (2008), Group Work- Theories and Practices, Jaipur: Rawat Publications
11. Sundel, M., Glasser, Sarri, R., and Vinter, R. (1985). Individual Change through Small Groups. New York: The Free Press.

SEMESTER-III

Course Code: A/SW/304/MD-3

Course Title: Social Science Concepts for Social Workers

Credit: 3

Full Marks: 50 (Internal Assessment:10 + End Semester Exam:40)

Duration of End Semester Examination: 2 hours

OBJECTIVES:

- To acquaint the students with fundamental sociological concepts and their relation to social work.
- To acquaint the students with social processes, social change and social control.
- To familiarize the students with different social institutions and social divisions.
- To familiarise the students with various dimensions of social problems.

COURSE OUTCOME:

- Students will be able to understand the sociological concepts required for better social work practice at the field level.
- Students will be able to understand a range of theoretical perspectives and its applicability in social work practice to understand the nature and genesis of social problems.

COURSE CONTENT:

Unit 1- Introduction to Sociology

- Sociology: Meaning, Nature, and Scope.
- Sociological Concepts: Society, Community, Social Structure, Social System, Social Group, Culture.
- Relevance of Sociology in Social Work Practice.

Unit 2- Social Processes and Social Change

- Social Processes: Meaning, Types, and Characteristics.
- Social Change: Concept; Sanskritization, Westernization and Modernisation.
- Factors of Social Change.

Unit 3- Social Control and Social Institutions

- Social Control: Concept, Agencies of Social Control; Conformity and Deviance
- Social Institution: Meaning, Characteristics, and Functions of Social Institutions.
- Power and Authority.

Unit 4- Social Stratification & Social Problems

- Social Stratification: Meaning, Characteristics, and Forms.
- Caste and Class System.
- Social Problem: Meaning, Characteristics, Types, Factors, and Approaches to study the Nature and Genesis.

SUGGESTED READINGS:

1. Abraham, M. F. (2006). Contemporary sociology: an introduction to concepts and theories, Oxford, UK: Oxford University.
2. Ahuja, R. (1993). Indian social system. Jaipur: Rawat Publications.
3. Ahuja, R. (1999). Society in India: concepts, theories, and changing trends. Jaipur: Rawat Publications
4. Bhatnagar, V. R. and Purohit, N. (2004-05). Question Bank Sociology. New Delhi: Dhillon Group of Publications. Bauman, Z. (1990). Thinking Sociologically. London: Blackwell publication.
5. Davis, K. (2000). Human Society. India: Surjeet Publications
6. Dube, S. C. (1994). Indian society. New Delhi: National Book Trust.
7. Ghurye, G. S. (1969). Caste and race in India (5th ed.). Bombay: Popular Prakashan.
8. Giddens, A. (1993). Sociology. UK: Polity Press. Harlambos, M. (1980). Sociology: Themes and Perspectives. Oxford University Press.
9. Kapadia, K. M. (1966). Marriage and family in India (3d ed.). Bombay: Indian Branch, Oxford University Press.
10. Kar, P.B. (2009), Sociology, Kolkata: New Central Book Agency.
11. Pandey, A. K. (1997), Tribal society in India. New Delhi: Manak Publications.
12. Rawat, H.K. (2007), Sociology- Basic Concepts, Jaipur: Rawat Publications.
13. Sharma, K.L. (2014), Indian Social structure and Change, Jaipur: Rawat.
14. Srinivas, M. N. (1962). Caste in Modern India and other Essays. Bombay: Asia Publishing House.
15. Srinivas, M. N. (1980), Indian Social structure. Delhi: Hindustan Pub. Corp. (India). Sachdeva and Gupta. (1999–2000). A Simple Study of Sociology (Eighth Edition). Delhi: Ajanta Prakashan.
16. Srinivas, M. N. (1996), Village, Caste, Gender, and Method: Essays in Indian Social Anthropology, Delhi: Oxford University Press.

SEMESTER-III

Course Code: A/SW/305/SEC-3

Course Title: Social Case Work

Credit: 3

Full Marks: 50 (Internal Assessment:10 + End Semester Exam: 40)

Duration of End Semester Examination: 2 hours

OBJECTIVES:

- To understand casework as a method of social work.
- To gain knowledge about the values and principles of working with individuals and families.
- To develop the ability to critically analyse problems of individuals and families and factors affecting them.
- To enhance understanding of the basic concepts, tools, and techniques in working with individuals and families, in problem-solving and developmental work.
- To develop appropriate skills and attitudes to work with individuals and families.

COURSE OUTCOME:

- Students will be able to know the history, principles and components of casework.
- Students will be able to understand the different applications of casework tools and components. Moreover, they can relate social casework methods with other methods of social work.

COURSE CONTENT:

Unit 1- Introduction to Social Case Work

- Social Case Work: Meaning, Definitions, Nature and Objectives, Scope, and Values
- Historical development of Case Work as a Method of Social work,
- Adjustment and Maladjustment in Families and other Social Institutions.

Unit 2- Principles and Components of Case Work

- Principles: Felix Biestek's seven principles
- Components: 4 Ps of Social Case Work
- Understanding Individual and Nature of the Problem

Unit 3- Process of Social Casework

- Process in Casework: Intake, Rapport Building, Psycho-social study/ Investigation, Psycho-social diagnosis (Assessment), Intervention/ Treatment (problem solving process), follow-up, and termination/ Evaluation.
- Concept of Self: Personal vs. Professional.
- Schools of Social Case Work: Diagnostic and Functional.

Unit 4- Tools, Techniques and Application of Social Case Work

- Tools & Techniques of Social Case Work: Relationship building, Interviewing, Home Visit, Observation, Listening, Supportive, Resource Enhancement, and Counselling
- Application of Casework Methods in Educational Settings, Health Settings, Industrial Settings, and Criminal Settings.
- Records: Nature, Purpose, Principles of and Qualities of a Good Record.

SUGGESTED READINGS:

1. Banerjee, G. R. (1967). Concept of Being and Becoming in the Practice of Social Work. The Indian Journal of Social Work.
2. Barba, J. G. (1991). Beyond Casework. London: Macmillan.
3. Biestek, F. P. (1957). The Case Work Relationship. London: George Allen and Unwin.
4. Hamilton, G. (1946). Principles of Social Case Recording. New York: Columbia University Press.
5. Hartman, A. and Laird, J. (1983). Family Centred Social Work Practice. New York: The Free Press.
6. Hollis, F. (1964). Case Work - A Psychological Therapy. New York: Random House. Fisher, J. (1978). Effective Case Work Practice - An Eclectic Approach. New York: McGraw Hill.
7. Mathew, G. (1992). An Introduction to Social Case Work. Bombay: Tata Institute of Social Sciences.
8. Nursten, J. (1974). Process of Case Work. G.B: Pitman Publications.
9. Perlman, H. H. (1957). Social Case Work: A Problem-Solving Process. Chicago: The University of Chicago Press.
10. Pippins, J. A. (1980). Developing Case Work Skills. California: Sage Publications. Richmond, M. E. (1917). Social Diagnosis. New York: Free Press.
11. Sainsbury, E. (1970). Social Diagnosis in Case Work. London: Routledge and Kegan Paul.
12. Sena, F. F. and Glass, P. H. (1996). The First Helping Interview Engaging the Client and building Trust. Sage Publication

SEMESTER-IV

Course Code: A/SW/401/MJC-5
Course Title: Working with Communities

Credit: 4

Full Marks: 50 (Internal Assessment:10 + End Semester Exam:40)

Duration of End Semester Examination: 2 hours

OBJECTIVES:

- To provide a theoretical understanding of community organisation as a method of social work practice and its related aspects.
- To develop the ability to analyse the community—its problems and issues with special emphasis on rural communities.
- To provide insight into the various processes and dimensions of organising a community.

COURSE OUTCOME:

- Student will understand the process of improving the quality of community life.
- They will find the social capital to build a trusting relationship for creating a sense of identity and a feeling of belongingness among the community.
- Student will able to bring adjustment between the resources available and the felt needs of the people for reducing poverty and improving the health and well-being of each of them.

COURSE CONTENT:

Unit 1- Understanding Community

- Community: Meaning, Concept, Definition, Structures.
- Classifications and Functions of Community.
- Features of Different Communities.

Unit 2- Understanding Community Organization Practice

- Community Organization: Concept, Nature, Scope, Importance and Application.
- Principles and Processes of Community Organization.
- Community Mapping, Community Mobilization and Community Chest.

Unit 3- Contextualising Community Organisation Practices

- Historical development of Community Organization Practice in India.
- Community Organization in Social Work practice.

- Models of Community Organization: Different Models of Community Organisation.

Unit 4- Community Organisation and Community Development

- Community Development: Concept, Scope and Objectives.
- Community Organization and Community Development.
- Roles and Skills of Community Organisation Practitioner.

SUGGESTED READINGS:

1. Chambers, R. (2005). *Ideas for Development*. London: Earth Scan.
2. Cox, F. (1987). *Community organization*. Michigan: F.E. Peacock Publishers
3. Douglas, B. (1983). *Community organization theory and practices*. New Jersey: Hall.
4. Friedlander, W.A. (1978). *Concepts and Methods in Social Work*. New Delhi: Bentice Hall International Inc. Gangrade, K.D. (1971). *Community Organisation in India*. Bombay: Popular Prakashan.
5. Hardcastle, D.A., Powers, P. R., & Wenocur, S. (2004). *Community Practice: Theories and Skills for Social Workers*. New York: Oxford University Press.
6. Henderson, P & Thomas D.N. (eds.). (1981). *Readings in community work*. London: George Allen & Unwin
7. Ife, J. W. (2013). *Community Development in an uncertain world: Vision, analysis, and Practice* (5th ed). Cambridge University Press.
8. Jerry, W., Robinson, Jr., & Green, G.P. (eds). (2011), *Introduction to Community Development: Theory, Practice and Service-learning*. Sage Publications Inc.
9. Kramer, R.M., & Specht, H. (1983). *Readings in Community Organisation Practice*. Englewood: Cliffs Prentice Hall Inc.
10. Ross, M.G. (1967). *Community Organisation*. New York: Harper and Row.
11. Siddique, H.Y. (1984). *Social Work and Social Action*. New Delhi: Harnam Publications.
12. Siddiqui, H.Y. (1997). *Community Organisation in India*. New Delhi: Harnam.
13. Siddiqui, H.Y. (1997). *Working with Communities*. New Delhi: Hira Publications.
14. Somesh, K. (2002). *Methods for Community Participation: A complete guide for Practitioners*. New Delhi: Sage Publication (Vistaar).

SEMESTER-IV

Course Code: A/SW/402/MJC-6

Course Title: Understanding Psychology for Social Work Practice

Credit: 4

Full Marks: 50 (Internal Assessment:10 + End Semester Exam:40)

Duration of End Semester Examination: 2 hours

OBJECTIVES:

- To understand the importance and contribution of psychology to social work.
- To gain insight of self and develop self-analytical skills.
- To gain understanding of inner dynamics of motivation and enhancement of behaviour. repertoire for better adjustment to life situations.

COURSE OUTCOME:

- Student will be able to enhance their skills by using the knowledge of psychology for social work practice.
- It will provide an understanding of human behaviour and will bring the required changes and modifications in human behaviour.
- Students may learn to analyse the complexities of social behaviour and social action.

COURSE CONTENT:

Unit 1- Basic Psychological Processes

- Psychology and Social Psychology: Concept and Significance for Social Work Practice.
- Learning and Motivation.
- Emotion, Feeling and Emotional Intelligence.

Unit 2: Growth and Development

- Meaning and Principles of Growth and Development.
- Difference between Growth and Development.
- Developmental Tasks.

Unit 3- Life Span Stages

- Prenatal Period, Postnatal Period, Adolescence: Changes and Challenges.
- Erik Erikson's Stages of Development
- Child Rearing Practices

Unit 4- Theories of Personality and Personality Development

- Freud: Psychoanalytical Theory.
- Personality: Concept and Determinants of Personality.
- Leadership: Concept, Characteristics, and styles.

SUGGESTED READINGS:

1. Bourne, Lyle E and Bruce R Ekstrand (1982), 4th edn. Psychology: Its Principles and Meanings, USA, Holt Rinehart and Winston.
2. Cicarelli, Sandra K and Glen e. Meyer (2008), Psychology, India, Pearson.
3. Davis, Keith and John W. Newstrom (1989), 8th edn. Human Behaviour at Work, Organizational Behaviour, USA, McGraw Hill.
4. Forsyth, Donelson R (1999), 3rd edn. Group Dynamics, USA, Brooks/Cole Wadsworth.
5. Garvin, Charles D; Lorraine M. Gutierrez and Maeda J. Galinsky (eds.), (2004), Handbook of Social Work with Groups, New York, London, Guilford Press.
6. Hall, Calvin S and Gardiner Lindzey (1978), 3rd Edn. Theories of Personality, Canada, J. Wiley and Sons Inc.
7. Hilgard, Ernest R, Richard C. Atkinson and Rita L. Atkinson (1979), 6th edn. Introduction to Psychology, New Delhi, Oxford and IBH.
8. Hurlock, Elizabeth B (1996), Child Growth and Development: A Life Span Approach,
9. Krech, David, Richard Crutchfield and Egerton L. Ballachey (1962), Individual in Society: A Textbook of Social Psychology, USA, McGraw Hill.
10. Morgan, Clifford T, Richard A. King, John R. Weisz and John Schopler (1999) 7th edn., Introduction to Psychology, New Delhi, Tata McGraw Hill.
11. Rao, K.R. and Paranjpe, A.C. (2017). Psychology in the Indian Tradition. New York: Springer.
12. Tiwari, A.K. (2009). Psychological Perspectives on Social Issues and Human Development. New Delhi: Concept.

SEMESTER-IV

Course Code: A/SW/403/MJC-7
Course Title: Social Welfare Administration

Credit: 4

Full Marks: 50 (Internal Assessment:10 + End Semester Exam:40)

Duration of End Semester Examination: 2 hours

OBJECTIVES:

- Understand concepts, principles, and components of social welfare administration.
- Develop an understanding of social welfare administration as a method of social work profession.
- Acquire competence in social welfare and development services.

COURSE OUTCOME:

- This paper will help students to provide knowledge on administrative applications on social welfare organisations or projects functioning.
- This paper will help them to translate social policies and legislation into social work practice.
- This will help the students to allocate funds to different initiatives, setting budgets, grant proposals and coordinating with other fund-raising organisations.

COURSE CONTENTS:

Unit 1- Introduction to Social Welfare Administration

- Concept and Nature of Social Welfare Administration.
- History of Social Welfare Administration.
- Principles of Social Welfare Administration.

Unit 2- Structures, Processes and Components in Welfare Administration

- Central and State Welfare Boards: Concept, Nature, and Scope.
- Administrative Set-up, Activities, and Schemes of Social Welfare – Union, State and Local (Municipality and Panchayat) Level.
- Registrations of Welfare Organization, Resource Mobilization, Grant-in-aid, Fund Raising.

Unit 3- Organization of Human Services

- Concept and Importance of Human Service Organization.
- Management of Human Service Organization: Team building, Leadership.
- Decision-making Processes, Role of Communication in Administration.

Unit 4- Emerging Trends in Welfare Administration

- Practice of Social Welfare Administration in Different Settings.
- Social Welfare Administration as an Instrument of Social Change.
- Roles of Social Worker in Social Welfare Administration.

SUGGESTED READINGS:

1. A.S., S.R. Sharma Kohli (1997), Administration of Social Welfare, South Asia Books.
2. Abha, Vijay, and Prakash (2000), Voluntary Organizations and Social Welfare, ABD Publishers, New Delhi.
3. Chowdhury, D. Parel (1992), Social Welfare Administration, Atma Ram, New Delhi.
4. Goel, S.L (2010), Social Welfare Administration, Deep & Deep Publications Pvt. Ltd, New Delhi.
5. Lawani, B.T. (1999), NGOs in Development, Rawat Publication, Jaipur.
6. Lewis Judith A. (2000), Management of Human services, programs, Brooks Cote Publishing Co.
7. Prasad, L.M. (2020), Principles and Practice of Management, Sultan Chand & sons. New Delhi.
8. Ralph Brody (2005), Effectively Managing Human Service Organizations. (Third Edition), Sage Publications, New Delhi.
9. Rao, V. (1987), Social Welfare Administration, Tata Institute of Social Sciences, Bombay.
10. Sachdeva, D.R. (2013), Social Welfare Administration in India, Kitab Mahal, New Delhi.
11. Sidmore Rex A. (1990), Social Work Administration: Dynamic Management and Human Relationships, Prentice – Hall, New Jersey.

SEMESTER-IV

Course Code: A/SW/404/MJC-8

Course Title: Open Community Field Work & Viva-voce

Credit: 4

Full Marks: 50 (Internal Assessment:10 + Viva-voce: 40)

OBJECTIVES:

- To understand the practical implications of the methods of social work.
- To guide students to practice the method of community organisation.
- To enable students to identify developmental/behavioural problems of community people and try to address them through community organisation.
- To continue conducting social case work and social group work and any other methods (if required) of social work.
- To help students to develop an aptitude to work with women, youth, elderly, and other marginalised sections.

GENERAL GUIDELINES:

- Students will be placed in rural/urban communities under a faculty supervisor for field work twice a week for thirty days in a semester.
- Every student is required to make a minimum of 80 percent fieldwork visits followed by timely submission of field work documentation (Log sheet, reports, IC, GC etc.)
- Continuous assessment will be carried out based on daily fieldwork reports and participation in individual and group conferences.
- Students must maintain attendance, regularity, and punctuality.
- They will be asked to conduct social casework, social group work, and community organization in the community apart from the tasks assigned by the supervisor.
- Students will be asked to study and understand the community where they are placed.
- Students must organise various community awareness programmes as per the need of the community.
- They shall write their final term evaluation report as per the suggestions and recommendations of the concerned faculty supervisor.
- Active participation during IC/GC will help the students to develop reflective critical thinking about the application of social work methods in the field setting.
- Students may be assigned any other field-based assignment as deem fit by the concerned department.

FIELD WORK EVALUATION:

- Internal Assessment: 10 marks
- Report writing and Viva-voce: 40 marks

SEMESTER-IV

Course Code: A/SW/405/MN-4
Course Title: Working with Communities

Credit: 4

Full Marks: 50 (Internal Assessment:10 + End Semester Exam:40)

Duration of End Semester Examination: 2 hours

OBJECTIVES:

- To provide a theoretical understanding of community organisation as a method of social work practice and its related aspects.
- To develop the ability to analyse the community - its problems and issues with special emphasis on rural communities.
- To provide insight into the various processes and dimensions of organising a community.

COURSE OUTCOME:

- Students will understand the process of improving the quality of community life.
- They will find the social capital to build a trusting relationship for creating a sense of identity and a feeling of belongingness among the community.
- Students will be able to bring adjustment between the resources available and the felt needs of the people for their overall development and well-being.

COURSE CONTENT:

Unit 1- Understanding Community

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Unit 2- Understanding Community Organization Practice

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- Historical development of Community Organization Practice in India.
- Community Organization in Social Work practice.

- Models of Community Organization: Different Models of Community Organisation.

Unit 4- Community Organisation and Community Development

- Community Development: Concept, Scope and Objectives.
- Community Organization and Community Development.
- Roles and Skills of Community Organisation Practitioner.

SUGGESTED READINGS:

1. Chambers, R. (2005). *Ideas for Development*. London: Earth Scan.
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