

Syllabus

Master of Social Work (MSW)

under NEP 2020

(Two Year Semester System Courses)

(Effective from the Academic Year 2026– 2027)



Department of Social Work

Burbank University

Bankura, West Bengal, PIN 722155

**Two -Year Post Graduate Programme for 3 Year UG
(Semester I)**

Category of Course	Course Code	Course Title	Full Marks	Credit
DSC	PG/SW/101	History, Philosophy and Development of Social Work	100 (ESE 80+ IA 20)	4
DSC	PG/SW/102	Social Work Practice with Individuals	100 (ESE 80+ IA 20)	4
DSC	PG/SW/103	Social Work Practice with Groups	100 (ESE 80+ IA 20)	4
DSC	PG/SW/104	Social Action and Social Movements	100 (ESE 80+ IA 20)	4
DSC	PG/SW/105 (Practicum)	Field Work (Open Community Field Work & Viva-Voce)	200 150(Field Work) &50 (Viva-Voce)	8
Total			600	24

Semester II

Category of Course	Course Code	Course Title	Full Marks	Credit
DSC	PG/SW/201	Psychology for Social Work Practice	100 (ESE 80+ IA 20)	4
DSC	PG/SW/202	Human Rights and Social Justice	100 (ESE 80+ IA 20)	4
DSC	PG/SW/203	Social Work Practice With Communities	100 (ESE 80+ IA 20)	4
DSC	PG/SW/204 (Practicum)	Field Work (Open Community Field Work & Viva-Voce)	250 200 (Field Work) &50 (Viva-Voce)	8
GE Generic Elective Paper (Interdisciplinary)	PG/SW/205	Social Work and Human Rights	50	4
Total		600	24	

Semester III

Category of Course	Course Code	Course Title	Full Marks	Credit
DSC	PG/SW/301	Human Resource Management and Corporate Social Responsibility	100 (ESE 80+ IA 20)	4
DSC	PG/SW/302	Social Welfare Administration	100 (ESE 80+ IA 20)	4
DSC	PG/SW/303	Research Methodology	100 (ESE 80+ IA 20)	4
DSC	PG/SW/304	Dissertation-1	100 (Report Writing)	4
DSC	PG/SW/305 (Practicum)	Field Work (Industrial Training)	200 150 (Field Work+50 Viva-Voce)	8
Total			600	24

Semester-IV

Category of Course	Course Code	Course Title	Full Marks	Credit
DSC	PG/SW/401	Social Policy and Social Work	100 (ESE 80+ IA 20)	4
DSC	PG/SW/402	Gender and Development Studies	100 (ESE 80+ IA 20)	4
DSC	PG/SW/403	Dissertation -II	200 150(Report Writing) &50 (Viva-Voce)	8
DSC	PG/SW/404 (Practicum)	Field Work (NGO Internship)	200 150(Field Work) &50 (Viva-Voce)	8
Skill Based Course (Non-Credit)	PG/SW/405	Experiential Learning (Academic Institution and Development Organization)	50 (Group Report)	--
		Total	600	24
Semester I+II+III+IV=			Toal	
			2400	96

HISTORY, PHILOSOPHY AND DEVELOPMENT OF SOCIAL WORK

COURSE CODE: PG/SW/101

FULL MARKS: 100 (ESE 80 + 20)

CREDIT:4

COURSE OBJECTIVES:

- Develop an understanding of the concept and philosophy of social work.
- Understand values and approaches cherished by the profession.
- Review the historical development of social work.
- Understand the nature of Social work practice in different settings.

COURSE OUTCOMES:

The objective of this course is to develop historical and philosophical understandings of the origins, development, concepts, ethics, values, and various approaches to professional social work. The course seeks to make the students critically aware of the meanings and challenges of the social work profession in relation to society and social sciences in general.

COURSE CONTENTS:

Unit no.	Unit title	Contents	Credit Point
I	Introduction to Social Work	• Social Work as a profession: Goals, approaches, principles, values and ethics of professional social work • Overview of methods of social work intervention • Social reform movements and history and development of social work in India and abroad • History and development of professional social work education in India.	1
II	Philosophy of Social Work	• Religious philosophy and social work: Christianity, Hinduism, Buddhism, Islam, Jainism and Sikhism • Social philosophy and social work: Vivekananda, Tagore, Gandhi	1

		• Marxist, radical and critical theories in social work practice • Integrated and generalist approaches to social work practice.	
III	Various Concepts vis-à-vis Social Work	• Concepts of charity and philanthropy • Social reform, social welfare, and social development • Concepts such as social action, social movement, social justice, and human rights • Professional social work and voluntary social services.	1
IV	Civil Society Organization and Philanthropic Organization	• Origin and development of civil society • Roles of CSOs/NGOs/CBOs in social development • Roles of Religious and Philanthropic organizations in social development • Emerging perspectives, areas and trends in social work practice.	1

SUGGESTED READINGS:

- Adams, Robert et .al, 2002: Social Work: Themes, Issues and Critical Debates, 2nd Ed. Sage, London
- Banerjee, G.R, 1974: Papers on Social Work: An Indian Perspective, Tata Institute of Social Sciences, Bombay.
- Chatterjee, Pranab, 1996: Approaches to the Welfare State, National Association of Social Workers (NASW), Washington D C
- Desai, Murli., 2006: Ideologies and Social Work, Rawat Publications, Jaipur.
- Diwakar, V.D. (ed), 1991: Social Reform Movements in India: A Historical Perspective, Popular Prakashan, Bombay
- Ganguly B.N., 1973: Gandhi's Social Philosophy, Perspective and Relevance, Vikash Publishing House, New Delhi
- Gore M.S., 1993: The Social Context of Ideology, Ambedkar's Social and Political Thought, Sage Publication, New Delhi.
- Hugman, Richard and Smith, David (ed): Ethical Issues in Social Work, Routledge and Kegan Paul, London

- Jain, P., 1985: Gandhian Ideas, Social Movements and Creativity, Rawat Publications, Jaipur.
- Mizrahi, Terry and Davis, Larry E. (Editors),2010:Encyclopedia of Social Work. Oxford University Press.
- Pathak, Shankar.,2012: Social Work and Social Welfare in India, Niruta Publications, Bangalore.
- Singh, Surendra (Editor), January 2020:Encyclopedia of Social Work in India (Set of 05 Volumes), New Royal Book Company, Lucknow.

SOCIAL WORK PRACTICE WITH INDIVIDUALS

COURSE CODE:PG/SW/102

FULL MARKS: 100 (ESE 80+ IA20)

CREDIT:4

COURSE OBJECTIVES:

- Gain knowledge about the concept and different approaches of social work intervention with individuals.
- Develop appropriate skills and attitudes to work with individuals.
- Develop commitment to social work values and ability to reflect on self as a person and as a professional.

COURSE OUTCOMES:

This is a basic/primary method of the curriculum. It is about the approaches, tools and techniques of social work with individuals and families. In other words the basic objective of social casework is to promote social welfare with basic focus on individuals and families as these are interdependent and complimentary to each other. Therefore, this course will enable an individual to solve the problems of individuals by channelizing his/her energy and capacity positively.

COURSE CONTENTS:

Unit no.	Unit title	Contents	Credit point
I	Introduction to Social Casework, Components and Processes	● History, concept and objectives of social casework ● Social casework component ● Social casework process ● Casework as a primary method of Social Work	1
II	Principles, Tools, Techniques and Skills of working with individuals	● Major principles of social casework ● Tools of social casework ● Techniques of social casework ● Skills of a social caseworker	1
III	Casework Settings and Approaches	● Social casework in educational and health settings ● Social casework in medical and corporate settings ● Behaviour modification and strength perspective approach ● Client and task centred approach	1

IV	Case Recording	● Definition, meaning, needs, importance ● Types and format of recording, ● Characteristics of a good case record ● Qualities of good records	1
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SUGGESTED READINGS:

- Adams, Robert, Dominelli, Lena and Payne, Malcolm (ed.), 2002, Social Work: Themes, Issues and Critical Debates, Palgrave Macmillan, Basingstoke.
- Bailey, Roy and Lee, 1982, Theory and Practice in Social Work, Basil Blackwell, Oxford.
- Banerjee, G.R., 1967, Concept of Being and Becoming in Social Work, TISS, Mumbai.
- Banerjee, G.R., 1971, Some Thought on Professional Self in Social Work, Papers in Social Work, TISS, Mumbai.
- Bistek, F.P., 1961, The Casework Relationship, Allen and Unwin, London.
- Burnham, J.B., 1986, Family Therapy, Routledge, London.
- Doyle, Celia, 2006, Working with Abused Children, Palgrave Macmillan, Basingstoke.
- Hollis, Florence, 1964, Case Work: A Psychosocial Therapy, Random House, New York.
- Lishman, Joyce, 1994, Communication in Social Work, BASW Practical Social Work Series, Palgrave Macmillan, Basingstoke.
- Mathew, G. 1992. *An Introduction to Social Case Work*, Bombay: TISS.
- Nichols, Michael and Richard C. Schwart 2007, The Essentials of Family Therapy, Pearson, New York.
- Patel, Tulsi (ed.), 2005, The Family in India: Structure and Practice, Sage, New Delhi.
- Reid, W.J., 1978, The Task Centred System, Columbia University Press, New York.
- Folgheraiter, Fabio, 2006, Relational Social Work, JKP: London.

SOCIAL WORK PRACTICE WITH GROUPS

COURSE CODE:PG/SW/103

FULL MARKS: 100 (ESE 80+ IA20)

CREDIT:4

COURSE OBJECTIVES:

- Develop an understanding of group work as a primary method of social work
- Provide insights into the theoretical base and various dimensions of group process as well as group dynamics.
- Develop skills and competence in applying the group work method in various settings.

COURSE OUTCOMES:

This paper helps students understand group work, group process, and group dynamics. It also develops an idea about the skills and techniques required for working with different groups.

COURSE CONTENTS:

Unit no.	Unit title	Contents	Credit point
I	Introduction to Group	• Group and Social Group: Concept, Definition; • Characteristics of Groups; • Classification of Groups; • Group dynamics.	1
II	Social Group Work	• Historical development of group work- in West and in India; • Definition, aims and objectives of social group work; • Principles of social group work; • Group work as a method of social work practice.	1
III	Theories and Processes of Social Group Work	• Theories of working with groups; • Models of group work: • Group formation; • Group Development stages.	1

IV	Skills and Techniques of working with groups	• Communication, listening, analytical thinking, empathy and self-control; • Group work activities; • Group work in various settings; • Focused Group Discussion.	1
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SUGGESTED READINGS:

- Balgopal, P. R. And Vassil, T.V. Group in Social Work-An Ecological Perspective, Macmillan Publication, New York, 1983.
- Brown Allen. Group Work, Gower Adlerslot, USA, 1986.
- Davies, B.: Use of Group in Social Work Practice, Routledge and Kegan Paul, London 1975,
- Douglas, Tom: Group Work Practice, Tavistok, London, 1976
- Garwin C. D. Contemporary Group Work, Prentice Hall, New Jersey, 1981
- Godwin, Charles D.: Contemporary Group Work, Prentice Hall, New Jersey, 1981
- Konopka, Gisella: Social Group Work: A Helping Process, Englewood Cliff, Prentice Hall, New York, 1963.
- Nicoloson, Paula and Rowan Bayne: "Social Group Work Skills", in Applied Psychology for Social Workers, MacMillan, New York, 1993.
- Northen Helen. Social Work with Groups. Columbia University Press, New York, 1969.
- Trecker, Harleigh B.: Social Group Work Principles and Practice, Associated Press, New York 1970.

SOCIAL ACTION AND SOCIAL MOVEMENTS

COURSE CODE:PG/SW/104

FULL MARKS: 100 (ESE 80+ IA 20)

CREDIT:4

COURSE OBJECTIVES:

- Understand the concept of social action.
- Use social action as a method of social work.
- Examine the cause and effects of various social movements.
- Familiarize with changing nature of society and social movements.

COURSE OUTCOMES:

The course introduces the students to the concept and application of social action as a method of social work practice. It seeks to develop critical perspectives of changing socio-political reality by analyzing various social movements.

COURSE CONTENTS:

Unit no.	Unit title	Contents	Credit point
I	Introduction to Social Action	• Concept of social action; • History of social action; • Social action and social work; • Social action and social change.	1
II	Approaches and Practices of Social Action	• Models and principles of social action; • Social action: radical, anti-oppressive, emancipatory; • Social action in community; • Social action and research.	1
III	Social Movement	• Concept and characteristics of social movement; • Social movement: causes, process and outcome; • Theories and typologies; • Identity, ideology and collective action.	1

IV	Social Movement and Emerging Concerns	• Social movements in India and beyond; • Social movements under capitalism; • State, technology and social movement; • The future of social movements.	1
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SUGGESTED READINGS:

- Della Porta, Donatella and Mario Diani (2006). Social Movements: An Introduction. Blackwell: Malden MA
- Foran, J. (2003). Future of Revolutions. London: Zed Books.
- Freire, P. (1972). Pedagogy of the oppressed. New York: Herder and Herder.
- Melucci, Alberto. 1996. Challenging Codes: Collective Action in the Information Age, Cambridge, UK: Cambridge University Press.
- Snow, D. A., Soule, S. A., & Kriesi, H. (2004). The Blackwell Companion to Social Movements. Malden, MA: Blackwell Publications.
- Staggenborg, Suzanne. 2008. Social Movements. Oxford University Press: New York.
- Tilly, Charles. (2004). Social Movements 1768-2004. Paradigm Publishers: Boulder

FIELD WORK
(OPEN COMMUNITY FIELD WORK & VIVA-VOCE)

COURSE CODE: PG/SW/105

(PRACTICUM)

FULL MARKS: 200 (150 FIELD WORK +50 VIVA-VOCE)

CREDIT:8

COURSE OBJECTIVES:

- Understand village dynamics, social stratification (caste/ class), and local power structures.
- Learn how to facilitate community mapping-identifying both the needs of the local populace and the available institutional or local resources., focus group discussions.
- Equip students to build essential skills in rapport-building, and participatory communication and cultivate professional attitudes, self-awareness, and personal sensitivity towards the marginalized and socially excluded groups.

COURSE OUTCOMES

An Open Community Field Work in rural settings focuses on experiential learning. It trains students in social work to map committees, community resources, conduct needs assessments, and implement grassroots interventions. The curriculum requires students to live in or regularly visit villages and its institutions to address local challenges.

COURSE CONTENTS:

Unit no.	Unit title	Contents	Credit point
I	Community Profiling & Mapping	• Understanding the concepts of Field and Field Work, its needs and importance; • Social Mapping: Documenting village demographics, housing patterns, institutions, and resource centers; • Power Dynamics: Identifying formal leadership (Panchayati Raj) and informal community leader; • Livelihood Analysis: Studying agriculture, livestock, micro-enterprises, and migration trends.	2

II		• Tools & Techniques: Applying participatory methods like resource mapping, seasonal calendars, and Venn diagrams; • Focus Group Discussions (FGDs): Engaging marginalized groups to understand community-specific problems; • Needs Assessment: Collaboratively identifying and prioritizing the community's most pressing issues; • Entry into the Community: Techniques for establishing trust and overcoming initial barriers with rural populations.	2
III	Field Work Recording & Supervision	• Daily Diaries: Maintaining chronological records of field activities and daily observations; • Process Recording: Documenting the steps of group meetings and interactions with villagers; • Faculty Supervision: Participating in weekly individual and group conferences or seminars with university supervisors; • Reflective Journaling: Analyzing personal biases, communication barriers, and emotional responses during fieldwork to enhance self-awareness and professional growth.	2
IV	Evaluation & Reporting	• Theory-to-Practice Integration: Critically reflects on how field experiences translate into professional growth and seamlessly bridges the gap between academic theory and real-world application; • Concurrent Evaluation: Assessing the ongoing impact of the field work on the community; • Comprehensive Report: Report writing, Compiling all findings, interventions, and recommendations into a final practicum document i.e., final term evaluation report; • Viva-voce: Defending the fieldwork experience and learning before a panel of internal and external experts.	2

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PSYCHOLOGY FOR SOCIAL WORK PRACTICE

COURSE CODE- PG/SW/201

FULL MARKS: 100 (ESE 80 + IA 20)

CREDIT: 04

COURSE OBJECTIVES:

- To orient students to one of the major feeder disciplines of Social Work;
- To inculcate insight into human behaviour and to develop self-introspection skills for personal integration and development of personality;
- To apply the knowledge of psychological concepts and theoretical understanding of social realities encountered in professional social work.

COURSE OUTCOMES:

Social Psychology is the study of social interaction and social influence. A major goal of this course is to enable students to understand the forces that create group differences in patterns of social behaviour and understand and tolerate the behaviour of other people, particularly that of members of the diverse array of groups and social categories to which they do not belong. Furthermore, as a general education this course attempts to provide opportunities to acquire certain skills which are useful not only in the context of investigating, understanding, and influencing human behaviour but are generalizable to other aspects of life.

COURSE CONTENTS:

Unit no.	Unit title	Contents	Credit point
I	Discipline of Psychology	• Introduction to Psychology and Methods used in Psychology; • Concept of behaviour and Individual differences; • Psychology and its relation to Social Work; • Classical and Instrumental approaches to learning.	1

II	Aspects of Human Behaviour	• Concepts of Emotion and feeling; • Frustration, Conflict (intra-personal); • Motivation; • Human Needs.	1
III	Individual Identity	• Concept of Personality; • Concept of Leadership, characteristics; • Psychoanalytic and Social Learning; • Erikson's life cycle stages.	1
IV	Life-cycle Perspectives	• Child growth and development; • Stages of Life: infancy and pre-school stage, childhood, adolescence, adulthood and old age; • Psycho-social challenges during life stages; • Role of social workers in each of these stages.	1

SUGGESTED READINGS:

- Behera, D.K. and Georg Pfeffer (eds.) 1996, Contemporary Society: Childhood and Complex Order, New Delhi, Manak Publications (P) Ltd.
- Berry, J.W., Mishra, R.C. & Tripathi, R.C. (eds.) 2002, Psychology in Human and Social Development, New Delhi, Sage
- Ciccarelli, S.K. and Glenn E. Meyer, 2008, Psychology (South Asian Edition), Pearson
- Forsyth, D.R. 1999, Group Dynamics, International Edition, Brooks/Cole Wadsworth.
- Germain, Caryl B. and Martin Bloom, 1999, Human Behaviour in the Social Environment: An Ecological View. New York, Columbia University Press
- Hall, C. and Gardner Lindzey, 1978, Theories of Personality (3rd Edition), New York, John Wiley & Sons.
- Hurlock, E.B., 1980, Developmental Psychology: A Lifespan Approach, New Delhi, Tata McGraw Hill
- Kastenbaum, Robert, 1979, Humans Developing: A Lifespan Perspective, USA, Allyn and Bacon, Inc.
- Krech, D., Richard S. Crutchfield and E.L. Ballachey, 1962, Individual in Society, USA, McGraw Hill Book Company Inc.
- Mischel, Walter, 1993, Introduction to Personality (5th Edition), USA, Harcourt Brace- Jovanovich College Publishers

- Morgan, C.T., Richard King, J.R. Weisz and J. Schopler, 1986, Introduction to Psychology, New Delhi, Tata McGraw Hill Publishing Co.
- Secord, P.F. and Carl W. Backman, 1964, Social Psychology, USA, McGraw Hill Inc.
- Shaw, Marvin E., 1971, Group Dynamics: The Psychology of Small Group Behaviour, New York, McGraw-Hill Book Company

HUMAN RIGHTS AND SOCIAL JUSTICE

COURSE CODE- PG/SW/202

FULL MARKS: 100 (ESE 80 + IA 20)

CREDIT: 04

COURSE OBJECTIVES:

- Understand the concept of social justice and human rights.
- Discuss various practical challenges to social justice and human rights.
- Acquaint with the means to overcome the challenges.
- Gain required knowledge and skill to engage with issues related to social justice and human rights.

COURSE OUTCOMES:

The course acquaints students with the concepts of human rights and social justice and their relationship with social work practice. It seeks to make the students critically aware of the issues and challenges faced by the vulnerable sections of the society.

COURSE CONTENTS:

Unit no.	Unit title	Contents	Credit point
I	Introduction to Human Rights	• Concept of human rights; • History, philosophy and theories of human rights; • Human rights and social work; • Human rights and emerging challenges.	1
II	Instruments of Human Rights	• Universal Declaration of Human Rights; • Other international covenant, conventions and treaties on human rights; • Indian constitution and human rights; • Human rights and vulnerable sections of Indian society.	1
III		• Concept of social justice; • Social justice and social work; • Theoretical perspectives on social justice;	1

	Introduction toSocial Justice	• Social justice and social inclusion.	
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IV	Social Justice in India and across the World	• Social justice and Indian constitution; • Social justice and marginalized communities; • Civil society and social justice; • Challenges to social justice.	1
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SUGGESTED READINGS:

- Barthwal, C.P. (1998) Social Justice in India. Lucknow: Bharat Book Centre.
- Baxi, U. (2002) The Future of Human Rights, New Delhi: Oxford University press.
- Borgohain, B. (1999) Human Rights – Social Justice and Political Challenges. New Delhi: Kanishka Publishers
- Chandra, A. (2000) Human Rights Activism and Role of NGOs, Delhi: Rajat Publications.
- Clayton, M., & Williams, A. (eds) (2004) Social Justice. Oxford: Blackwell Publishers.
- Desrochers, J. (1987) India's Search for Development and Social Justice: Analysis of Indian Society, The Development Debate. Bangalore: CSA Publications.
- Hebsur, R.K. (ed.) (1996) Social Interventions for Social Justice, Bombay: Tata Institute of Social Sciences.
- Ife, J. (2001) Human Rights and Social Work: Towards Rights-based Practice. UK: Cambridge University Press.
- Mathew, P.D. (1996) Fundamental Rights in Action. New Delhi: Indian Social Institute.
- Reichert, E (2003) Social Work and Human Rights: A Foundation for Policy and Practice, New York: Columbia University Press.
- Stigletz, J. (2002) Globalization and its Discontent. London: Penguin

SOCIAL WORK PRACTICE WITH COMMUNITIES

COURSE CODE- PG/SW/203

FULL MARKS: 100 (ESE 80 + IA 20)

CREDIT: 04

COURSE OBJECTIVES:

- Provide a conceptual foundation and basic knowledge regarding community, community organization and its related aspects.
- Provide theoretical knowledge about the practice of community organization.
- Equip students with the skill and strategies to use community organization for human resource development.

COURSE OUTCOMES

This paper highlights and explores the adjustment between the resources available and felt needs of the people. It helps students to scientifically assess community needs, study power dynamics, and plan welfare programmes that directly respond to local realities. Through this paper the students will equip communities with the skills, knowledge, and confidence to mobilize local resources, build leadership, and drive self-reliance. It will teach students how to identify, connect, and utilize community resources including government schemes, NGOs, and corporate social responsibility (CSR) initiatives.

COURSE CONTENTS:

Unit no.	Unit title	Contents	Credit point
I	Introduction to Community and Community Organization	● Community: Concept, definitions, types and functions; ● Community Organization: Definitions, objectives and principles; ● Difference between Community Organisation and Community Development; ● Community Organization as a method of social work.	1
II	Strategies of Community Organization	● Indigenous approaches to community work: Gandhi, Vinoba, and Ambedkar; ● Models of Community Organisation; ● Principles of community organization; ● Different roles of community worker.	1

III	Community Participation and Resource Mobilization	● Use of PLA (Participatory Learning and Action)/PRA (Participatory Rural Appraisal), and SIA (Social Impact Assessment); ● Networking; Leadership and capacity building; ● Programme Planning and its importance; ● Monitoring, Evaluation, and Learning (MEL): Systematically tracking project progress and community feedback to measure outcomes, adapt strategies on the go, and improve future interventions.	1
IV	Civil Society Organizations	● Civil society organization: meaning, need and role; ● Awareness creation, planning and organizing; ● NGOs and community development; ● Grassroots governance and community work.	1

SUGGESTED READINGS:

- □□Gangrade,K.D 1971: Community Organisation in India,PopularPrakashan,Bombay
- □□Jones,D and Mayo 1974: Community Work,Routedge and Kegan Paul,London
- □□Kothari, M, 2005: Development and Social Action,RawatPublication ,Jaipur
- □□Kraner,R.M and Specht,1983: Readings in Community Organization Practice 3rd edition,Prectice Hall
- Ire.Englewood Cliffs
- □ Northhouse,Peter.G,2007:Leadership:Theory and Practice(4th Edition) Sage South Asia Edition,New Delhi
- □ Ross,Murray, G ,1958: Case Histories in Community Organization,Harper and Brothers,New York
- □□Ross,Murray, G ,1955: Community Organization,-Theory and Principles, Harper and Brothers,New York
- □□Rowbends,Jo,2005:Development Methods and Approach: Critical Reflections:RawatPublication,New Delhi
- □□Siddiqui,H.Y.(ED) 1984: Social Work and Social Action,HarnamPublisher,New Delhi
- □□Siddiqui,H.Y 1997: Community Organization in India,HarnamPublisher,New Delhi

FIELD WORK
(OPEN COMMUNITY FIELD WORK & VIVA-VOCE)

COURSE CODE: PG/SW/204

(PRACTICUM)

FULL MARKS: 200 (150 FIELD WORK + 50 VIVA-VOCE)

CREDIT:8

COURSE OBJECTIVES:

- Teach students how to structure their observations through weekly field reports, case analyses, and organizational profiling.
- Design, execute, and evaluate awareness campaigns or development programmes and help students to resolve conflicts by interacting directly with community members and local stakeholders.
- Liaise with local governance (Panchayati Raj), CBOs (Community Based Organizations), families, Non-Governmental Organizations (NGOs), and government organizations.

COURSE OUTCOMES

Open Community field work in social work require students to directly immerse themselves in rural settings without being restricted to a single agency. Trainees act as community mobilizers and facilitators to identify local needs, utilize local resources, and promote self-reliance under faculty supervision.

COURSE CONTENTS:

Unit no.	Unit title	Contents	Credit point
I	Rural Interventions & Management	● Awareness Campaigns: Organizing drives on health, sanitation, gender equality, child rights, legal literacy, etc; ● Convergence of Schemes: Linking villagers with relevant government welfare programmes (e.g., MGNREGA, Swachh Bharat, PM Awas Yojana);	2

		● Community Mobilization: Forming Self-Help Groups (SHGs) and youth clubs to promote self-reliance; ● Livelihood Enhancement: Facilitating skill development, vocational training, and market linkages to create sustainable income-generating opportunities for rural households.	
II	Core Methodologies	● Fact-Finding & Mapping: Walk through the village (transect walk) to map resources, water sources, schools, and healthcare centers. ● Identifying Power Structures: Meet with formal leaders (village heads, panchayat members) and informal leaders (teachers, elders) to understand local influence. ● Need Prioritization: Conduct Participatory Rural Appraisal (PRA) sessions where villagers use charts or local materials to rank their biggest challenges (e.g., lack of clean water vs. unemployment). ● Capacity Building & Action Planning: Collaborate with villagers to translate prioritized needs into actionable micro-plans, ensuring the community takes ownership of designing and implementing sustainable solutions	2
III	Practical Engagement Activities	● Group Mobilization: Organizing and strengthening Self-Help Groups (SHGs) and youth clubs for microfinance and civic empowerment; ● Institutional Linkages: Connecting villagers with relevant state and central government services, or interacting with the Gram Panchayat for local dispute resolution and civic facilities; ● Awareness Drives: Conducting campaigns, rallies, and educational sessions around	2

		substance abuse, child rights, and gender development; ● Skill Development & Livelihood Training: Facilitating vocational workshops and agricultural training programs to promote rural entrepreneurship and economic self-reliance.	
IV	Intervention Strategies	● SHG Formation: Build Self-Help Groups to boost women's financial autonomy. Organise sports and skill training to check rural migration ● Street Theatre: Use art, songs, and drama to address sensitive social evils. ● Policy Liaison: Connect eligible villagers to existing government welfare schemes. ● Environmental & Agricultural Resilience: Sustainable Agriculture: Promote eco-friendly farming techniques and organic practices to ensure long-term food security and environmental conservation.	2

SOCIAL WORK AND HUMAN RIGHTS

COURSE CODE- PG/SW/205 (GENERIC)

FULL MARKS: 54 (ESE 80 + IA 10)

CREDIT: 08

COURSE OBJECTIVES:

- Acquaint students with the concept of social work and human rights
- Ensures that every individual is treated with respect and free from discrimination based on race, gender, age, disability, or socioeconomic status
- Introduce students with Indian constitution and its implications

COURSE OUTCOMES

The objective of the paper is to acquaint the students with the concepts of human rights and social justice and their relation with social work practice. Social work and human rights share the core objectives of promoting social justice, protecting inherent human dignity, and empowering marginalized individuals. Social work uses human rights as its ethical framework, striving to eradicate inequalities and address structural oppression through advocacy, policy formulation, and direct community support. Additionally, it also seeks to make the students critically aware of the issues and challenges faced by the vulnerable sections of the society.

COURSE CONTENTS:

Unit no.	Unit title	Contents	Credit point
I.	Understanding the concepts	● Concept and historical context of charity, philanthropy, voluntarism, social service, social work and social welfare; ● Values and ethics of professional social work; ● Goals and principles of social work; ● Social work as a profession.	1
II	Social Work Practice & Advocacy	● The relationship between social work and human rights; ● Overview of the Methods of Social Work: Primary and Secondary; ● Rights-Based Approach (RBA), Micro, Mezzo, and Macro Practices, Social Action and Advocacy;	

		● Development, need of social work education in India.	
III	Introduction to Human Rights	● Concept of human right; ● History of human right; ● Human right and its importance; ● Challenges to human right.	1
IV	Protection and Promotion of Human Rights	● Universal Declaration of Human Rights; ● Other International covenant, convention and treaties; ● Indian constitution and human rights; ● Human rights and national and international organizations.	1

HUMAN RESOURCE MANAGEMENT AND CORPORATE SOCIAL RESPONSIBILITY

COURSE CODE- PG/SW/301

FULL MARKS: 100 (ESE 80 + IA 20)

CREDIT: 04

COURSE OBJECTIVES:

- To acquaint and help students in understanding the concepts of human resource management in formal organizations and develop appropriate skills and competencies in managing human resources.
- To understand the basic and current information on CSR and develop skills to work in CSR setting
- To develop skills in gaining insight into the conditions and problems of employees with special reference to social security, health, welfare and safety.

COURSE OUTCOMES

The aim of this paper is to acquaint students with the concept of human resource management and to develop an understanding of CSR. The purpose of HRM lies in successful utilization of people to attain specific as well as organizational goals. This combined paper(CSR) covers the life cycle of managing an organization's workforce and its ethical, social, and environmental obligations to society. Together, these topics bridge the gap between internal employee relations and broader sustainable business practices

COURSE CONTENTS:

Unit no.	Unit title	Contents	Credit point
I	Concept and Philosophy of HRM	● Meaning and Concept of HRM and Personnel Management; ● Nature, scope Need and objectives of HRM; ● Structure and Functions of HR; ● Role and qualities of HR manager.	1
II	Talent Acquisition & Workforce Planning	● Human Resource Planning: Meaning and definition; ● Recruitment and Selection. Sources of Recruitment and process of Selection; ● Training: Meaning, importance, needs, and objectives; ● Induction and Placement.	1

III	Foundations of CSR	● Definitions, history, evolution of CSR -International and India, CSR Initiatives in India; ● Pyramid of CSR (Economic, Legal, Ethical, and Philanthropic; ● Environmental responsibility, green initiatives, and creating sustainable business models; ● Stakeholder engagement, corporate governance, and accountability frameworks.	1
IV	The HRM-CSR Intersection	● Green HRM: Eco-friendly HR practices (e.g., paperless on boarding, green rewards) tied to corporate sustainability goals. ● Workplace Ethics: Diversity, equity, and inclusion (DEI), fair wages, and preventing workplace harassment. ● CSR Reporting: stakeholder engagement, and communicating CSR initiatives transparently ● Impact Assessment :Social Return on Investment (SROI), Social Assistance, Social Security Social Auditing, and measuring qualitative outcomes	1

SUGGESTED READINGS:

- Agarwal, S.K. (2008). Corporate Social Responsibility. New Delhi: SAGE Publications.
- Armstrong, M., 2001: Handbook of Human Resource Management Practice (9th ed). : Kogan Page, London
- Aswathappa, K., 1999: Human Resource and Personnel Management, Tata McGraw Hill Publishing Company Ltd., New Delhi
- Belal, A.R. (2008). Corporate Social Responsibility in Developing Countries. UK: Ashgate Publishers.
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- Chauhan, S. S., 1993: Labour Welfare Administration in India, Kanishka Publishers, Delhi
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- Peter, F. Drucker, 1970: The Practice of Management, Allied Publishers, New Delhi.

- Rao, T. V, 1996: Human Resource Development Experiences, Intervention and Strategies, Sage, New Delhi
- Saini, Debi S.: Human Resource Strategy and Workplace Pluralism, Management and Change, Vol3., No. 1.
- Saini, Debi S, 1994: Redressal of Labour Grievances, Claims and Disputes, New Delhi, Oxford and IBM.
- Salaman, Michael, 1998: Industrial Relations – Theory and Practice, Prentice Hall, London.
- Stalker, P., 1994: The Work of Strategies: A Survey of International Labour Migration, ILO, Geneva
- Taylor, F.W., 1911: The Principles of Scientific Management, Harper and Brothers Publishers, New York.
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SOCIAL WELFARE ADMINISTRATION

COURSE CODE- PG/SW/302

FULL MARKS: 100 (ESE 80 + IA 20)

CREDIT: 04

COURSE OBJECTIVES:

- Develop in students an understanding about the administration and management of social welfare organization.
- Familiarize students with various elements / components of social welfare administration and approaches to organizational management.
- Equip students with skills and competencies in planning, organizing and executing programmes and projects in the human service sector.

COURSE OUTCOMES:

This paper introduces the definition and concepts of social welfare administration and discusses about the various approaches of organizational management.

COURSE CONTENTS:

Unit no.	Unit title	Contents	Credit point
I	Introduction to Social Welfare Administration	• Social welfare administration: meaning and definitions; • Scope and principles of Social Welfare Administration; • Social welfare administration as a method of social work; • Business administration, Public administration	1
II	Approaches to Organizational Management and Elements of Administration	• Basic components of administration; Approaches to organizational management: • Human relations model; • Theory X and Theory Y; • Systems approach.	1
III	Voluntary Organization and Organizational Effectiveness	• Organization and voluntary organization: concept and meaning, types and characteristics; • Role of voluntary organization in social welfare;	1

		• Procedures in registering an organization: Societies Registration Act, Trust Act, Companies Act; • Organizational effectiveness and performance appraisal	
IV	National and International Organizations for Social Welfare	• FCRA regulation and compliance; • Fund raising and Resource mobilization; • Structure and function of national-level social welfare organizations; • Structure and function of international-level social welfare organizations	1

SUGGESTED READINGS:

- Sachdeva, D.R . (2013). Social Welfare Administration in India, Kitab Mahal, New Delhi.
- Chowdhury, D. Parel. (1992). Social Welfare Administration, Atma Ram, New Delhi.
- Goel, S.L (2010). Social Welfare Administration, Deep & Deep Publications Pvt. Ltd, New Delhi.
- Abha, Vijay and Prakash. (2000). Voluntary Organizations and Social Welfare, ABD Publishers, New Delhi.
- Lawani, B.T. (1999). NGOs in Development, Rawat Publication, Jaipur.
- Lewis Judith, A. (2000). Management of Human Services Programs, 5th ed, Brooks & Publishing Co. USA
- Prasad, L.M. (2000). Principles and Practice of Management, Sultan Chand & Sons. New Delhi.
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- Sidmore Rex A. (1990). Social Work Administration: Dynamic Management and Human Relationships, Prentice- HALL, NEW JERSEY.

RESEARCH METHODOLOGY

CODE: PG/SW/303

FULL MARKS:100 (ESE 80 + IA
20)

CREDIT:4

COURSE OBJECTIVES:

- Understand the nature and importance of the scientific method and appreciate the principles of research.
- Develop the capacity to independently conceptualize a problem and execute it in social science research.
- Familiarize the students with various approaches applicable in social research and emphasize understanding concepts, selection of appropriate methods, analyses and interpretations of results.

COURSE OUTCOMES:

This course provides an understanding of the various scientific approaches to social work and social science research. The course equips the students with the knowledge of numerous steps and tools in different types of research. They learn to prepare research documents in this course.

COURSE CONTENTS:

Unit no.	Unit title	Contents	Credit Point
I	Basics of Social Research and Types of Research	• Meaning, concepts, objectives, steps, scopes and limitations in social research, various types of social research; • Ethical issues in social research; • Purpose, procedure and importance of reviewing literature, formulating a research problem and writing a research proposal; • Hypothesis: Meaning and concept, types, objectives of formulating a hypothesis.	1
II	Research Design, Sampling and	• Research Design: Descriptive, Explanatory, Exploratory, Survey, Case Studies Experimental, and other designs;	1

	Methods of Data Collection	• Sampling: Probability and non-probability sampling; • Types of data: Primary and secondary, quantitative and qualitative data; • Methods of data collection: Questionnaire and interview schedule, interview, observation, focus group discussion (FGD), case study, content analysis.	
III	Data Processing and presentation	• Processing of data and tabulation; • Data analysis and interpretation, diagrammatic representation; • Writing research report/ dissertation/ thesis, reference, bibliography, citation style and index; • Writing synopsis and abstract.	1
IV	Statistical and Computer Applications	• Statistics: Definition, importance, functions and limitations; • Mean, median and mode, correlation and regression, Chi-Square test, t-test, z-test; • Computer application: Introduction to MS Excel, SPSS; • Writing reports in MS Word, preparing presentations in MS PowerPoint.	1

SUGGESTED READINGS:

- Ahuja, Ram, 2003: Research Methods, Rawat Publication, New Delhi.
- Bailey, D.K, 1987: Methods of Social Research, Free Press, New York.
- Blaikie, Norman, 1993: Approaches to Social Enquiry, Cambridge Polity Press.
- Burton, T.L. and Cherry, C.E, 1970: Social Research Techniques for Planners, George Allen and Unwin, London.
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- Jefferies, J. and Diamons, I., 2000: Beginning Statistics-An Introduction for Social Scientists, Sage Publication, New Delhi.
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- Marshal, Catherine and Rossman, Gretcher B: Designing Qualitative Research (2nd Ed.).
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- Michael, J.A.et. Al, 1982: Evaluating Your Agency's Programmes, Sage, London.
- Mukherjee, Partha N (ed), 2000: Methodology in Social Research: Dilemma and Perspectives, Sage. New Delhi.
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- Reid William, J and Smith, Audrey D, 1981: Research in Social Work, Columbia University Press, New York.
- Reinharz,Shulamit,1992:Feminist Methods in Social Research,Oxford University Press,New York
- Rubin, A. And Babbie, K 1993: Research Methods for Social Work, Books Cole Publishing Co, California.
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- Shah, F.V, 1977: Reporting Research, Rachna Prakashan, Ahmadabad.
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- Sirkin, R. Mark, 1995: Beginning Statistics-An Introduction for Social Scientists, Sage, New Delhi.
- Stewart, Alex, 1998: The Ethnographers Methods, Sage, New Delhi.
- Yanow, Dvora, 1999: Conducting Interpretative-Policy Analysis, Sage Publications, New Delhi

DISSERTATION -I
COURSE CODE: PG/SW/304
FULL MARKS:100
CREDIT:4

COURSE OBJECTIVES:

- Understand the nature, importance, and process of the social research in practice.
- Develop various skills necessary to apply social research methods in practice.
- Develop an ability to review literature, formulate research problems, write a research proposal, prepare tools of data collection and other research documents.

COURSE OUTCOMES:

In this course, students are expected to learn practical skills to apply theoretical knowledge of social research in praxis. They learn to prepare research proposals, do literature reviews, prepare research tools, and eventually write a dissertation, following the steps of scientific methods and methodologies.

COURSE CONTENTS:

Unit no.	Unit title	Contents	Credit Point
I	Introduction to Dissertation Writing and Reviewing Literature	• Introduction to writing a social science/social work dissertation; • Procedures of reviewing literature; • Getting familiarized with the research area/topic; • Finding necessary gaps in the existing literature, learn to think critically and figuring out new areas of research.	1
II	Research Proposal and Hypotheses	• Formulating a research problem and deciding on a research topic; • Steps in writing an academic research proposal; • Working on a hypothesis; • Testing a hypothesis.	1

III	Formulating Research Methodology	• Preparing the appropriate research methodology; • Deciding research objectives and types; • Planning the research design; • Types of sampling.	1
IV	Pilot Study and Finalizing Data Collection Tools	• Preparing the tools of data collection; • Pilot Study and testing the tools of data collection; • Incorporating the changes; • Finalizing the tools of data collection.	1

SUGGESTED READINGS:

- Ahuja, Ram, 2003: Research Methods, Rawat Publication, New Delhi.
- Bailey, D.K, 1987: Methods of Social Research, Free Press, New York.
- Blaikie, Norman, 1993: Approaches to Social Enquiry, Cambridge Polity Press.
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- Ramachandran, P, 1990: Issues in Social Work Research in India, Institute for Community Organization Research, Bombay.
- Reichmann, W.J, 1981: Use and Abuse of Statistics, Penguin Books.
- Reid William, J and Smith, Audrey D, 1981: Research in Social Work, Columbia University Press, New York.
- Reinharz, Shulamit, 1992: Feminist Methods in Social Research, Oxford University Press, New York
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- Yanow, Dvora, 1999: Conducting Interpretative-Policy Analysis, Sage Publications, New Delhi

FIELD WORK
INDUSTRIAL TRAINING AND VIVA-VOCE
COURSE CODE- PG/SW/304
FULL MARKS: 200 (150 FIELD WORK+50 VIVA-VOCE)
CREDIT: 08

COURSE OBJECTIVES:

- To gain knowledge of the structure and functioning of industrial organizations, HR practices, labour laws, and organizational behaviour.
- To guide them to study employee welfare, industrial relations, and HR policies. and CSR and community outreach initiatives of industries.
- To develop among students practical, analytical, and professional skills through industrial exposure.

COURSE OUTCOMES:

Industrial Training is conducted to expose students to industrial issues, Organizational Structure, HR policies/ Labour laws adopted in an industrial setting, Community Outreach/ CSR activities of the industry with special emphasis on Human resource management and organizational behaviour. The main aim of the paper is to introduce the students to gain an understanding on these issues in accordance with exploring the scope of social work intervention.

CONTENTS:

Unit no.	Unit title	Contents	Credit Point
I	Introduction to Organization	• History, vision, mission, and objectives of the organization. • Organizational structure and departments. • Nature of industry and core business activities. • Roles and responsibilities of different personnel.	2
II	Industry-related HR policies/ Labour laws, Community	• Human Resource policies and employee welfare measures. • Major labour laws applicable to the industry.	2

	Outreach/CSR activities	• Industrial relations and grievance redressal mechanisms. • Community outreach programmes and Corporate Social Responsibility (CSR) initiatives.	
III	Human Resource Management and Organizational Behaviour	• Recruitment, selection, and induction process. • Training, performance appraisal, and employee development. • Organizational behaviour, motivation, and leadership. • Teamwork, communication, and workplace ethics.	2
IV	Practical, Analytical, and Professional skills of social workers in Industrial setting	• SWOT analysis of the organization. • Observation and analysis of organizational practices. • Development of professional, analytical, and problem-solving skills. • Scope of social work intervention in industrial setting	2

SOCIAL POLICY AND SOCIAL WORK

COURSE CODE- PG/SW/401

FULL MARKS: 100 (ESE 80 + IA 20)

CREDIT: 04

COURSE OBJECTIVES:

- Understand the concept and objectives of policy.
- Develop an understanding of the nature of social policy in various contexts.
- Build the capacity to critically examine policies and their impact on then society.
- Acquire knowledge and skills for appropriate interventions.

COURSE OUTCOMES:

The course familiarizes with the process of policy making and helps understand its impact on the society. It also prepares the students to find appropriate policy intervention to various social issues from the perspective of social work profession.

COURSE CONTENTS:

Unit no.	Unit title	Contents	Credit point
I	Introduction to Social Policy	• Social policy: definition and scope; • History of social policy; • Policy and its typologies; • Social policy and Indian constitution;	1
II	Approaches to Social Policy	• Perspectives on social policy; • Ideology and social policy; • Welfare, rights and development; • Policy and practices across the world.	1
III	Policy Formulation and Implementation	• Process of policy formulation; • Implementation of policy; • Policy analysis; • Policy, programme and planning.	1

IV	Social Work and Social Policy	• Role of social worker in policy making; • Scope of social work intervention; • Social advocacy and social legislation; • Social research and social policy.	1
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SUGGESTED READINGS:

- Alcock, P., Erskize, A. & MAY, M. (Eds.), 1998: The Students companion to Social Policy, Blackwell / Social Policy Association, Oxford
- Byres, T.J., 1997: The State, Development Planning and Liberalization in India, Oxford University Press, Delhi.
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- Hill, M., 2003: Understanding Social Policy, 7th Edition, Blackwell Publishing, New York.
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- Weimer. D.L., & Vining, A.R., 1994: Policy Analysis; Concepts and Practice, Prentice Hall, New Jersey.

GENDER AND DEVELOPMENT STUDIES

COURSE CODE -PG/SW/402

FULL MARK: 100((ESE 80 + IA 20

CREDIT: 4

COURSE OBJECTIVES:

- Understand the social construction of gender and develop gender perspectives in analysing social realities and gender oppression.
- Familiarise with constitutional provisions, laws, programmes, policies, various development approaches and strategies related to women with specific reference to India.
- Develop an ability to identify areas of work with women, different gender identities, alternative sexual communities and understand the strategies to change the situations in terms of personal liberation as well as in terms of making the marginalised gender a part of the developmental process.

COURSE OUTCOMES:

The outcomes of this course are to expose students to the issues and dynamics of gender hierarchies and hegemony as well as gender-based discrimination, marginalization and violence and therefore foster critical thinking. The course also seeks to equip students with an understanding of gender related policies, schemes, legislations, sexuality and feminist theories in relation to social work practice and development studies.

COURSE CONTENTS:

Unit no.	Unit Title	Contents	Credit point
I	Conceptualizing Gender	• Key concepts: Sex, gender, patriarchy, masculinity and femininity, gender-role-socialization and social institutions, intersectionality and gender discrimination;	

		• Feminism and major feminist thoughts: Feminism, different waves of feminism, various schools of feminist theories; • History of women's movement in different decades and women's political participation in India; • Background and development of LGBTQIA+ movements, especially in India.	1
II	Gender and Development	• Evolution of Development Approaches: WID, WAD, GAD and WED; • Gender analysis tools and models: Gender budgeting, Gender mainstreaming; • Policies, schemes and programmes with gender focus; • Gender and Ecology: Women's role in ecology, sustainable development and Sustainable Development Goals (SDGs).	1

III	GBV and Constitutional and Legislative Measures	• Gender based violence and crimes against women; • Legal rights, property rights, legislative measures and protection under the legal system; • Constitution and women; • Institutional mechanisms: NCW, Crime Against Women Cell, Family Court, etc.	1
IV	Critical Analysis of the Gender Issues in India	• Gender and work: Gendered poverty and deprivation, problems of women in informal economy/unorganised sector; • Gender and livelihood: SHGs and Rashtriya Mahila Kosh, women artisans of Bankura, • Gender and health: Health as an aspect of gender and development, Health problems particular to women, reproductive health and rights, family planning methods; • The ongoing and emerging gender issues and debates: Gender, media and digital well-being.	1

SUGGESTED READINGS:

- Agnihotri, Satis Balaram, 2000: Sex Ratio Pattern in the Indian Population, ge, New Delhi.
- Agnihotri, Gupta, Jyotsna, 2000: New Reproduction Technologies, Women's Health and Autonomy, Sage, New Delhi.
- Alterchen, Martha, 1998: Widows in India, Social Neglect and Public Action, Sage, New Delhi.
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- Mathur, Kanchan, 2004: Countering Gender Violence, Sage, New Delhi.
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- Purusuthoman, Sangita, 1998: The Empowerment of Women in India, Grass Root Women's Network and the State, Sage, New Delhi.
- Raju, S, Gendered Geographies: Space and Place in South Asia, Oxford University Press, 2011
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- Roy, Sanjoy, 2010: Women in Contemporary India: Realities & Realisation, Akansha Publication, New Delhi.
- Seth, Mira, 2001: Women and Development: The Indian Experience, Sage, New Delhi.
- Tong, Rosemarie. Feminist Thought: A More Comprehensive Introduction, Routledge, 2013.
- Terry, Geraldine. Climate Change and gender justice. Oxfam G.B., 2009.
- UNDP (1995): Human Development Report 1995 (Gender and Development focus)
- World Bank (2011): World Development Report 2012: Gender equality and development.

DISSERTATION -II

COURSE CODE: PG/SW/403

FULL MARKS:200 (150 FIELD WORK +50 VIVA-VOCE)

CREDIT:8

COURSE OBJECTIVES:

- Understand the nature,importance,and process of the social research in practice.
- Develop various skills necessary to apply social research methods in practice.
- Develop an ability to review literature, formulate research problems,write a research proposal,prepare tools of data collection and other research documents.

COURSE OUTCOMES:

In this course students are expected to learn practical skills to apply theoretical knowledge of social research in praxis. They learn to prepare research proposals, do literature reviews,prepare research tools, and eventually write a dissertation,following the steps of scientific methods and methodologies.

Unit no.	Unit title	Contents	Credit Point
I	Data Collection,Analysis and Presentation	• Ethical Considerations; • Executing data collection[• Processing of data; • Data analysis and interpretation and Data representation.	2

II	Writing Dissertation and Computer Application	• Writing research report/dissertation/thesis, reference, bibliography, citation style and index in MS Word; • Computer application: Introduction to MS Excel, SPSS; • Writing synopsis and abstract of the dissertation; • Preparing presentations in MS PowerPoint.	2
III	Referencing and Bibliography	● Introduction to Citation Ethics; ● Citation Styles: Mastery of standardized formats, primarily APA (American Psychological Association), MLA, or Chicago, with APA being the standard for Social Work; ● Format-Specific Citations: Learning to accurately format citations for books, journal articles, websites, government reports, and legislation; ● Ethical Use of Digital Sources: Navigating online databases, e-journals, and handling DOIs (Digital Object Identifiers).	
		● Regular progress reviews, presentation of the draft proposal, and supervisor feedback. ● Grading of the final bound thesis by external examiners based on methodology, data interpretation, and findings.	

IV	Evaluation Criteria	● An oral defense of the dissertation and research methodology ● Evaluation of the candidate's intellectual independence, depth of theoretical knowledge, and capacity to address critical feedback during the evaluation process.	
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SUGGESTED READINGS

- Bailey, D.K, 1987: *Methods of Social Research*, Free Press, New York.
 - Burton, T.L. and Cherry, C.E, 1970: *Social Research Techniques for Planners*, George Allen and Unwin, London.
 - Feldman, Martha S, 1995: *Strategies for Interpreting Qualitative Data*, Sage, New Delhi.
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 - Jefferies, J. And Diamons,I, 2000: *Beginning Statistics-An Introduction for Social Scientists*, Sage Publication, New Delhi.
 - Lin, N.et.Al, 1987: *Conducting Social Research*, Free Press, New Delhi.
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- Page **21** of **27**
- May. Tim, 1997: *Social Research-Issues, Methods and Process*, Open University Press, Buckingham.
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 - Reid William, J and Smith, Audrey D, 1981: *Research in Social Work*, Columbia University Press, New York.
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 - Sallits, Glairet. Al, 1976: *Research Methods in Social Relations*, Holt, Rinehart and Winston, New York.
 - Shah, F.V, 1977: *Reporting Research*, RachnaPrakashan, Ahmadabad.

NGO INTERNSHIP AND VIVA-VOCE

COURSE CODE- PG/SW/404

FULL MARKS: FULL MARKS: 200 (150 FIELD WORK+50 VIVA-VOCE)

CREDIT:8

COURSE OBJECTIVES:

- To familiarize students with the range of activities carried out by non-governmental and developmental organizations.
- To understand the organizational structure, functioning, and governance mechanisms.
- To develop practical skills for working with communities through developmental organizations and to gain insights into the process and various aspects of project planning, implementation, monitoring, and evaluation.

COURSE OUTCOME:

The course equips students with the skills and knowledge required to work in non-governmental organizations. Insights and experience gained from the internship will contribute to the professional development of student social workers and prepare them for future engagements in the development sector.

CONTENTS:

Unit no.	Unit title	Contents	Credit Point
I	About the Organization	• History, mission and vision • Organizational structure • Domain of functioning • Activities and engagements	2

II	Functioning of the organization	• Registration and establishment • Structural and operational aspects • Roles and responsibilities of various functionaries • Governing rules and compliance	2
III	Community Outreach	• Projects and participation • Planning, implementation and monitoring • Evaluation of impact on the community / stakeholders • Documentation and future planning	2
IV	Integration of Theory and Practice	• Application of theoretical knowledge. • Relevant legislation, laws and policies. • Use of social work methods and related principles • Role of a social worker in organizational setting.	2

EXPERIENTIAL LEARNING
(ACADEMIC INSTITUTION AND DEVELOPMENT ORGANIZATION)

PG/SW/405

FULL MARKS: 50

CREDIT: NON-CREDIT (SKILL BASED COURSE)

COURSE OBJECTIVES

- Bridge classroom concepts with grassroots realities through hands-on engagement.
- Analyze the vision, funding mechanisms, and administrative structures of development organizations.
- Cultivate professional skills including rapport-building, project management, and community needs assessment and foster critical thinking and self-awareness through continuous supervision and feedback loops.

COURSE OUTCOMES

This course provides MSW students with hands-on exposure to the operational dynamics of academic institutions and development organizations. Students will develop essential professional skills, including programme designing, community mobilization, administrative management, and stakeholder engagement. Through direct field immersion and reflective learning, this course bridges classroom theory with real-world social work practice

Unit no.	Unit title	Contents
I	Orientation and Institutional Framework	● Understanding Academic Institutions and Development Organizations (NGOs); ● Structure, mission, and scope of social development organizations; ● The role of civil society and NGOs in social welfare and policy advocacy; ● Institutional ethics, professional boundaries, and organizational codes of conduct.

II	Field Immersion and Community Engagement	● Application of Participatory Rural Appraisal (PRA) and Participatory Learning and Action (PLA) tools; ● Strategies for organizing community awareness campaigns, street plays, and focus group discussions; ● Techniques for identifying, training, and mobilizing community-based leaders and volunteers; ● Navigating local governance bodies (e.g., Panchayati Raj Institutions, Urban Local Bodies) for community welfare.
III	Skill Labs and Reflective Practice	● Consolidating experiences through structured group reflection; ● Utilizing the experiential learning cycle for continuous improvement; ● Peer discussions, case study presentations, and role-plays; ● Reflecting on personal bias, cultural sensitivity, and the professional self.
IV	Documentation and Reporting	● Professional communication and record-keeping; ● Writing professional field diaries and observation reports, ● Activity reports, and case narratives; ● Utilizing digital tools for collecting necessary information.

