School of Distance Education  (SDE)  
Bharathiar University,  
Coimbatore-641046

**MSW (Master of Social Work)**  
(Annual Pattern for the SDE students admitted during the academic year 2009-10 & onwards)

**SCHEME OF EXAMINATIONS**

<table>
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<tr>
<th>Sl.No.</th>
<th>STUDY COMPONENTS</th>
<th>MARKS</th>
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<td><strong>I – Fist Year</strong></td>
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<td>1.</td>
<td>Introduction to Social Work</td>
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<td>2.</td>
<td>Social Case Work and  Social Group Work</td>
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<td>Sociology for Social Work Practice</td>
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<td>Community Organization</td>
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<td>Field Work Practicum</td>
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<td><strong>II - Second Year</strong></td>
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<td>7.</td>
<td>Social Work Research &amp; Statistics</td>
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<td>Social Welfare Administration</td>
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<td>9.</td>
<td>Management of Organization</td>
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<td>Working with Special Categories of People – Women, Children, Disabled, Youth, Aged, Labour &amp; SC/ST</td>
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<td>Rural and Urban Community Development</td>
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<td>12.</td>
<td>Mini Research Project</td>
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<td><strong>Total</strong></td>
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First Year

1. INTRODUCTION TO SOCIAL WORK

UNIT I

UNIT II

UNIT III
Development of Social Work Education in India. Fieldwork and Profession – Importance of Fieldwork and Supervision. Problems faced by the social work profession in India. Need for social science knowledge for professional social workers. Functions of Professional Associations.

UNIT IV
Fields of social work - Family and child welfare, Correctional social work, Industrial social work, Medical and Psychiatric social work, youth welfare, Community development (Rural and Urban)

UNIT V

Reference: Bibliography

Paul Choudry Introduction to Social Work, Atma Ram and Sons, New Delhi
P.D. Misra: Social Work- Philosophy and Methods, Inter-India Publications, New Delhi
Kadushin Supervision in social work, Rawat publications, Jaipur
I.S. Subbedar Field work training in social work, Rawat publications, Jaipur and New Delhi
Shaikh Azhar Iqbal Principles and practices of social work, Sublime publications, Jaipur, India
Rameshwari Devi Social work practices, Ravi Prakash Mangal Deep Publications, Jaipur

Other Reference:
Banerjee G.R. Papers on Social Work: An Indian Perspective, Tata Institute of Social Sciences, Mumbai.
Dasgupta, S towards a Philosophy of Social Work in India, Popular Book Service.
Hans, Nagpaul the Study of Indian Society, S, Chand & Co.
Kinduka, S, K (Ed.) Social Work In India, Sarvodaya Sahitya Samaj, Rajasthan.
Kulkarni V.M Voluntary Action in Developing Society, Indian Institute of Public Administration, New Delhi.
Kuppusamy, B Social Change in India, Vikas Publ. House, New Delhi
2. SOCIAL CASE WORK & SOCIAL GROUP WORK

UNIT I
Social-Case Work: definition and objectives, its importance and relationship with other Methods of Social Work, Principle of case work. Basic components of Social Case Work: The person, the problem, the place and the process. Client - case worker relationship and the use of professional self.

UNIT II

UNIT III

UNIT IV

UNIT V

BIBLIOGRAPHY
Aptekar.H.H. The Dynamics Of Case Work And Counselling
Biesteck F.P. The Case Work Relationship (1957) London, George, Allen and Unwin
Compton & Galaway Social Work Process (1979)
Englewood Cliffs; Prentice Hall (1978)
Garrett, A. interviewing: it’s Principles 8r. Methods; N.Y. FWA
Goldberg Et Al, Boundaries of Case Work, a Symposium of PSW (1956)
Grace Mathew Introduction to Social Case Work Hamilton G.
Hamilton Gordon (1963) Social Case Recording
Wilkins, P.1997 Personal and Professional Development For Counselors; Sage Publications, Delhi.

BIBLIOGRAPHY :
Davis Bernad: The Use of Groups in Social Work practice Social Work Practice
Toseland W Rivas Rs 1984 An Introduction To Group Work Practice, New York,Macmillan.

------------------------------
3. SOCIOLOGY FOR SOCIAL WORK PRACTICE

UNIT I
Concept of Society. Individual and Society. Basic Elements- Group, Community.
Complexity of Indian Society: Demographic Characteristics of Indian Society.

UNIT II
Socialization: concept, Importance and Functions. Agencies of Socialization.
Culture: concept, Influence on Individuals, Cultural Conflict, Impact of Cultural Change.

UNIT III
Indian family system: Marriage - forms, functions, changes in mate choice and
Ceremonies. Family - forms, functions and contemporary changes Conflict break down,
Adjustments.

UNIT IV
Caste system: Traditional Varna system, theories on the origin and development. Modern
Caste and Class. Social Control – meaning - Agencies Formal and informal means- social
sanctions.

UNIT V
Welfare state: Concept, need, characteristics- India as a welfare state- Social Change:
Definition, concept, types and theories of social change in India. Gender roles and
Inequalities.

BIBLIOGRAPHY:
Sociology-C.N.Shankar Rao, S.Chand
Elliot and Merril Society and Culture, Prentice Hall Inc
Ghurye, G.S. Caste, Class and Occupation, Bombay, Popular Prakashan
Jayaraman, Raja Caste and Inequality in India, New Delhi, Hindustan
Kapadia K.M Family Marriage in India, New Delhi, Oxford University Press
Mac-Iver and Page Society, an Introductory Analysis, London, Macmillan
Madan G. R Indian Social Problems, Vol 1 11
Nagpaul, Hans Study Of Indian Society, A Sociological Analysis Of Social Welfare and
Natarajan, S, Century of Social Reforms, Bombay, Asia Publishing House
Prabhu, Radharinath Hindu Social Organization, Bombay, Popular Prakashan
Rao M.S.A Urban Sociology on India, New Delhi Orient Longman
Srinivas, M.N., Social Change in India, New Delhi, Orient Longman

4. PSYCHOLOGY FOR SOCIALWORK PRACTICE

UNIT I
Definition, nature and scope of psychology - a brief idea on various schools of
Psychology - relevance of psychology for social work profession

UNIT II
Physical and psychological aspects of various stages of Human growth and development:
Infancy, Babyhood, childhood, puberty, adolescence, adulthood, middle age and old age.

UNIT III
Personality: concepts, and factors influencing personality development - heredity and
Environment - measurement of personality. Intelligence: Concept, theories and
Assessment. Emotions-development of emotions - individual and group emotions - Crowd
Behaviour.
UNIT IV

UNIT V

BIBLIOGRAPHY:
Colurn J C 1978 Abnormal Psychology and Modem Life, Bombay -Tarapuriwala
Hurlock E B (1975) Developmental Psychology
Munal (1969) Introduction to Psychology-Bombay Oxford-
Abraham Spering & H S Gill Psychology Made Simple Ruch E L Psychology and Life
Rayner E B Human Development
Kuppuswamy B Child Behaviour and Development
Murfatia J C Emotional Problems of Children
Linda L David off Introduction to Psychology

5. COMMUNITY ORGANISATION

UNIT I

UNIT II

UNIT III
Skills in Community _-Organization -Organizing conferences, committee meetings, Training, communication, consultation, negotiation, conflict resolution, networking and Use of relationship.

UNIT IV
Application of Community Organization in different fields - health, correctional, Educational, rural and urban, industrial etc. Community welfare councils and community Chest.
UNIT V
Social Action: Definition Objectives Principles, Methods and Strategies. Social action and social movement, social action for social development. Scope of social action in India. Enforcement of social legislation through social action.

BIBLIOGRAPHY:
Agarwal R.C 1994 Women's lib In India, social Welfare, January, Vol.20, No.10
Chetana, Kalbagh: Social And Economic Dimensions Of Women's Development. Women's Struggles For Equality And Emancipation
De Souza, Alfred: The Politics of Change and Leadership Development. The New Leader in India &. Africa.
Friere, Paulo Pedagogy of the Oppressed
Gangrade, K.D Community Organization in India. Popular Prakash, Bombay
Gchlawat J. K. Strategies For Rural Development
Hillman Community Organization and PlanrLing
Jaipur; Rawat Publication
Jain.S.C Rural Development Institutions and Strategies
Jaipur; Rewat Publications.
Kuppusamy Social Change in India, Vikas Publishing House (P) Ltd. New Delhi.
Mehta, Sushila Study of Rural Sociology in India. S. Chand Co.Ltd. New Delhi.
Mukerji B 1961 Community Development in India, Culcutta: Orient Longmans
Pillai Devadas Aspects of Changing India Popular Prakashan (P) Ltd, Bombay.
Polson -And Sunderson Rural Community Organization New York: John Willey & Sons.
Reddy, Narayana G. Rural Elite and Community Work -A Sociopolitical Perspective. Chugh Publications, Allahabad, India
Rose Murray G. Community Organisation: Theory, Principles
Sanders, Invin T. Making Good Communities Better. Allied Pacific (P) Ltd. Bombay
Sangeeta Dasgupta towards A Post Development Era
Sundaram. K.S. 1984 Anti Poverty Rural Development In India. L.K. Publications.
SWDCAP and ASSWI: Mforldng with the Poor Mahila SWDCAP
Taylor Samuel H : Theory And Practice Of Community Work
Zaltman, G., Philip Kotler, Creating Social Change

6. FIELD WORK PRACTICUM

- Field Work training has to be undergone in an NGO where scope for social work practice exists.

- Field Work training of 20 sessions (8 hours per day) is essential.

- A Detailed report on the Agency’s history, Programmes carried out by the agency, Administrative set up, Focus area of the agency and Activities carried out by the student trainee has to be submitted.
 Group work, Case work and community organisation programmes shall be practiced and organised by the student trainee.

 The report should have a minimum of 50 pages.

 A certificate from the NGO certifying the student trainee and attendance (originals) details has to be submitted along with the Report.

 The Report should be neatly bonded along with the field work report and certificates.

Second Year

7. SOCIAL WORK RESEARCH & STATISTICS

UNIT I
Introduction - Concept and Purpose of research. Social work research - Concept, Definitions, objective, functions, Characteristics, scope and limitations. Social work Research and social research. SWR in India; Scientific method in social work research.

UNIT II
Problem Identification and Formulation of Hypothesis. Research Design- concept, Type, Exploratory, Formulative, Descriptive, Diagnostic, Experimental, Evaluative, Case Study, Multi Design, Participatory Research and Single Subject Research.

UNIT III
Sampling - Its importance - types of sampling Tools of Data Collection - Sources of data: Primary and secondary. Observation, Mailed questionnaire and Interview schedule - Meaning, construction, advantages and limitations. Interview - Nature and importance, Type- of interviews. Uses of scaling techniques.

UNIT IV

UNIT V

BIBLIOGRAPHY.
Casdey KJ Kury D.A 1989 Data Collection In Developing Countries New York: Henry Holt And Company
Gopal, M.B. An Introduction to Research Procedure in Social Sciences Bombay: Asia Publishing House
Mc Millen, Wayne Statistical Methods for Social Workers (Chicago: The University Of Chicago press)
Moser, C. A Survey Method in Social Worker (London: Heinemann)
Ramachandran.P-1990 Issues In Social Research In India, TISS, Bombay.
Ramachandran, P. -1993 Survey Research for Social Work Bombay,
Institute for Community Organization Research
Rubin, Allen and Babbie, Earl2001 Research methods for 'social work. (USA Wadsworth)
Selltiz, et al Research Method in Social Relation
Young, Pauline, V. Scientific Social Surveys and Research

8. SOCIAL WELFARE ADMINISTRATION

UNIT I
Social welfare administration – concept, meaning, definition, need, scope and functions.
Social welfare administration – Voluntary and Governmental organizations- Central and
State social welfare boards and their functions.

UNIT II
Evolution of social welfare administration in India, Methods and models- Family and
Child welfare, youth welfare, services for the handicapped, disaster relief, school social
Services.

UNIT III
Societies Registration Act, 1860, Procedure under the Tamilnadu Societies Registration
Act, 1975-registration, need and importance. Foreign Contribution (regulation)
Amendment Act 1985, Indian Trust Act, 1881, the duties and responsibilities of office
Bearer and the executives, the role of the general body and the governing board.

UNIT IV
Social legislation: concept, meaning, definition, needs and scope. Social legislation as
an instrument for social control, social change, social justice, social defence and social
reform. Indian constitution: importance, fundamental rights and directive principles of
State policy, Indian constitution and social legislation

UNIT V
Personal laws: Laws related to children: Adoption, Guardianship and Maintenance, Laws
Related to women: dowry, Immoral Traffic, Domestic violence. Hindu laws related to
Marriage and divorce, Special Marriage Act, Laws to safeguard SC / ST, Juvenile
Delinquency and mentally ill, Introduction to Indian penal code - criminal procedure
Code, court, prisons, probation and parole. Legal aid-Public Interest litigation (PIL)-
Right to Information Act.

References:
Batattacharia sanjay 2006 Social work administration and Development. New Delhi, Rawat.
Choudry D.Paul; 2000 Social Welfare Administration, Lucknow, Atmaram and sons
Pandey S.K. 2007 Social welfare Administration, New Delhi, Mahaveer and sons
Rameshwari Devi 2001 Social welfare Administration, Jaipur, Mangal deep publication, Jaipur.
9. MANAGEMENT OF ORGANISATION

UNIT I

UNIT II

UNIT III

UNIT IV

UNIT V

References:
Kumar, A 2003 Social Change through NGO’s, New Delhi, Anmol Publishers.
Mukherje, 1995 Participatory Rural Amitarva(Ed) Appraisal: Methods and Application In Rural Planning, New Delhi, Vikas.
Mukherjee, K.K 1986 Voluntary Organization:and Mukherjee Some Perspectives, Sutapa Hyderabad, Gandhi Peace Centre.
Mukherjee, Neela 1995 Participatory Rural appraisal and Questionnaire Survey, New Delhi: Concept.
Robin Lall 2004 The Dynamics of NGO’s New Delhi, Dominant Publishers.
Vetrivel Surendra 1999 Participation – Concept, Kumar Approach and Techniques, New Delhi, Vetri.
10. WORKING WITH SPECIAL CATEGORIES OF PEOPLE - WOMEN, CHILDREN, DISABLED, YOUTH, AGED, LABOUR & SC/ST

UNIT I
Weaker section: Meaning, importance of welfare of the weaker sections. Constitutional provisions for weaker sections.

UNIT II
Scheduled caste: Definition – Ecological distribution – Demographic, social and Economic characteristics of Scheduled Castes – Problems of the Scheduled Castes - Ideologies relating to the development of weaker section – Programmes and policies of Government and Non governmenta l organizations for the welfare measures of Scheduled Castes and its effects and impact.
Scheduled tribes: Definition, characteristics, problems of Scheduled tribes – Types of Tribal movements – Causes of tribal unrest – Approaches to solve tribal problems – Welfare programmes of the government and their beneficiaries and failures.

UNIT III
Bonded labour: Definition, meaning, features, causes, measures taken by the Government to abolish it - Differently abled: types, welfare and rehabilitative measures taken by the government and NGO’s – Role of Social Workers in the welfare of weaker sections.

UNIT IV

UNIT V
Youth and Aged:
Youth: Meaning, Definition. Problems faced by youth, demography, National Youth Policy, Nehru Yuva Kendra, Government Programmes for Youth(Rural, Urban),Role of NGO’s in the Empowerment of Youth.

References:
Dabra C.D 1984 Development of Weaker Sections: New Delhi:
Dubey S.N and 1976 Administration of Policy and Programmes Mundra Ratna for Backward class in India, Bombay: Somaiya.
Government of India 1999 Economical and educational Development of scheduled castes New Delhi: Govt of India.
Mukhepadhyaya 1998 Women’s health on public policy Swapria and community action, New Delhi: Manohar.
Nair T. Krishnan 1975 Social work education and Development of weaker section, Madras school of social work
11. RURAL & URBAN COMMUNITY DEVELOPMENT

UNIT I

UNIT II

UNIT III
Role Of CAPART and NABARD in rural development. A very brief idea on IRDP, DWACRA, TRYSEM. Swarna JayathiGram Swarozgar Yojana, Sampoorana Gram Rozgar Yojana (SGRY), Indra AwasYojana (IAY), IWDP, THADCO schemes – Namathu Gramam – Tamil Nadu Government social welfare schemes – Suggestions to improve the qualitative impact of the government programmes.

UNIT IV
Urban Community: Meaning, characteristics, rural – urban linkages and contrast. City – meaning, classification, urban agglomeration, suburbs, satellite towns, hinterlands, new towns, metropolis, megalopolis.
Urban Problems – Housing, drug addiction, juvenile delinquency, prostitution/commercial sex, pollution; Slum – definition, causes, characteristics, functions, classification, approaches, theories and culture of slums. Migration – Concepts, causes, types and theories.

UNIT V
Urban Development Administration: National, state and local levels; Urban services and urban deficiencies; 74th amendment and salient features of Nagarpalika Act; Structure and functions of urban development agencies: Municipal Administration, Corporations, Municipalities, Town Panchayats, metropolitan development authorities (CMDA), slum clearance board, housing board, HUDCO, UNCHS, JNNURM, Nehru Rozgar Yojana (NRY)

References:
Agarwal and Singh 1984 The Economics of under development, Delhi: Oxford University.
Aruna sharma and 1995 Planning for rural development Rajagopal Administration, New Delhi: Rawat
Bhadouria And 1986 Rural Development Dua Strategies Perspectives, Delhi: Anmol.
Dahama O.P. 1982 Extension and rural welfare, Agra: Ram Prasad and Sons.
Das Basanti 2007 Governmental programmes of rural Development, New Delhi: Discovery.
Dubey M.K 2000 Rural and urban Development, New Delhi, Common wealth.

 References:
12. MINI RESEARCH PROJECT

Mini Research Project on any social issues and Viva-Voce

FORMAT OF THE RESEARCH REPORT

PRELIMINARY SECTION

(i) 1. Title Page
    2. Name of the Institution
    3. Name of the Researcher
    4. Month & year
(ii) 1. Acknowledgement
     2. Expressing Gratitude/Thanks by the Student
(iii) Contents
    1. List of Tables
    2. List of Figures
    3. List of Appendixes (all including page numbers)

CHAPTER – I-A: INTRODUCTION

1. General introduction of the field/subjects from which the problem(Topic) selected
2. Theoretical and practical background of the problem

Statement of the Problem

Statement of the research problem which necessitates the study and its significance

- Logical explanations & justification regarding the choice of the topic
- Usefulness of the study in the present scenario

OBJECTIVE

General Objective:
Aim of the Study

Hypothesis:
Hypothesis if any

CHAPTER I-B-RESEARCH METHODOLOGY

Research Design
Description of the design and the justification for choosing the design

Universe
The entire population of the study to be stated

Sampling strategy
Statement of the sample size
Method of sampling (technique) most appropriate for the study/ Justification
(Stating why it suited for the study)
Tools of Data collection

Choice of a particular mode of data collection which would accomplish the objectives and test the hypothesis.

Sources of Data

a. Primary – Description of the actual respondents (Field Investigation)
b. Secondary- other sources like informal discussions, manuals, documents that contribute to the study.

Pre-Testing

The effectiveness of the tool of data collection to be justified(tested) 10% of the sample size to be used for the test.(Typed Tool)

Actual Data Collection

When and how the data was collected(Duration)

Research Experience

Statements of limitations and restrictions that the researcher recognizes, with respect to the awareness, bias, openness, geographical limitations etc.

Definition of the Terms

Operational definition of the terms Researchers definition or meaning of geographical area/organisation/terms, etc, used in the study.

Organisation of Project Report

Chapterisation

CHAPTER II: REVIEW OF LITERATURE

a. Survey of the existing volumes of similar and related subjects
b. The nature of the problem and related subjects which throw light on the significant sub topics to be explored
c. Portrayal of the theoretical background with the help of books/articles/periodicals/documented report, etc.

CHAPTER III: PROFILE OF THE AGENCY/FIELD AREA

Brief history, organisation structure

CHAPTER IV: ANALYSIS AND INTERPRETATIONS

a. Logical analysis of every question and researchers interpretation on them.
b. Explanation with the help of tables, figures, graphs, mathematical calculations
c. Cross tables wherever applicable, which links dependent with independent variables
d. Illustrations wherever applicable
**Format of Presenting**

Table No:
Title of the Table:
Introduction of the Table:
Presentations of the Table:
Analysis
Interpretation
Statistical Application-if any

**CHAPTER V: FINDINGS & CONCLUSIONS**

a. The researcher’s findings based on the analysis to be stated
b. The researcher’s suggestions & recommendations to be included based on the findings

**APPENDIX**

**REFERENCES**

Books/Journals/Articles from where data has been quoted/taken/ referred

**BIBLIOGRAPHY**

All the Books/Journals/Documents used for the purpose of study. A copy of the Questionnaire or Interview Schedule to be attached.