RANI CHANNAMMA UNIVERSITY, BELAGAVI

DEPARTMENT OF STUDIES IN SOCIAL WORK
UNDER THE SCHOOL OF SOCIAL SCIENCES

MASTER OF SOCIAL WORK (M.S.W)
CHOICE BASED CREDIT SYSTEM

COURSE STRUCTURE AND SYLLABUS

IV Semester

w.e.f

Academic Year 2016-17 and onwards

COURSE STRUCTURE

Semester-IV

Paper No.	Title of the Course/Paper	Max. Marks		Total Marks	Hrs./ week	Credits
		I.A.	Sem Exam			
Common Papers						
4.1	Development Communication and Counselling	20	80	100	4	4
4.2	Legal System in India	20	80	100	4	4
A. Specialisation-I: (HRD) Human Resource Development						
4.3a	Employee Relations and Legislation	20	80	100	4	4
4.4a	Human Resource Development and Employees Wellness	20	80	100	4	4
4.5a	Organisational Behaviour and Development	20	80	100	4	4
4.6a	Research Project	20	80	100	4	4
4.7a	Social Work Practicum-IV (Concurrent Field Work & Block Placement)	20	80	100	16*	4
B. Specialisation-II: (URCD) Urban and Rural Community Development						
4.3b	Management of Non-Governmental Organisations	20	80	100	4	4
4.4b	Project Management for Participatory Development	20	80	100	4	4
4.5b	Disaster Management	20	80	100	4	4
4.6b	Research Project	20	80	100	4	4
4.7b	Social Work Practicum-IV (Concurrent Fieldwork & Block Placement)	20	80	100	16*	4
C. Specialisation-III: (MPSW) Medical and Psychiatric Social Work						
4.3c	Healthcare Management	20	80	100	4	4
4.4c	Medical Social Work	20	80	100	4	4
4.5c	Psychiatric Social Work	20	80	100	4	4
4.6c	Research Project	20	80	100	4	4
4.7c	Social Work Practicum-IV (Concurrent Fieldwork &Block Placement)	20	80	100	16*	4
Total						28

* In concurrent fieldwork programme, four hours of fieldwork is equated to one hour of theory class as it is conducted in the community setting and not in the University premises.

(Common Paper)
Paper code SW-4.1
Paper title: DEVELOPMENT COMMUNICATION AND COUNSELLING

Introduction:
This paper relates the relevance of components of communication and counselling in social work practice.

Objectives:
1. Understand the meaning and importance of communication in day-to-day life.
2. Focus on interpersonal communication of interviewing and allied aspects.
3. Develop holistic understanding of counselling as a tool for help.
4. Acquire knowledge of various approaches: their theoretical under-pinnings for goals, values, processes and techniques.
5. Develop skills of application to real life situations.

Course Content
UNIT I
Communication: Meaning, Process and Types.
Meaning and major features of Development Communication; Significance of Development Communication to Social Work Practice.
Interpersonal communication: Interviewing - Objectives, principles of interviewing; listening, qualities of effective communicator.
Meaning, Process and Significance of Seminars, symposium, conferences, workshops, group discussions, role playing, games, brain storming, street play.

UNIT II
Visual aids in communication: Poster making, use of notice boards, flip charts, charts, flash cards, photographs, pamphlets, slide shows.
Mass Communication: Television, exhibition, newspapers and magazines, advertisements, radio, film, VCD/ DVD, e-mail, internet.
Impact of mass communication on society, family, marriage and child development.
Communication Analysis and Planning: Planning and executing a communication campaign on an issue using various methods of communication.

UNIT III
Counselling: Meaning, definition, and relevance of counselling as an approach of social work; areas of counselling; and Principles of Counselling.
Counselling Situations: Developmental, preventive, facilitative, and crisis.
Process of counselling – types of counselling – qualities of an effective counselor.
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UNIT IV
Practical counselling skills - interrelationship between counselling and psychotherapy - Approaches to Counselling: Person-centered, rational-emotive, transactional analysis, behavioural, gestalt, existential, Egans three stage model, and eclectic approach.

UNIT V
Couple and Family Counselling: Issues in such counselling, its process and stages.

Crisis Counselling.

Group Counselling: Counselling for groups - Process, advantages and disadvantages of group counselling.

Practice of counselling in family counselling centres, family courts, counselling bureau - Premarital and marital counselling, vocational counselling centres, mental health centres, child guidance clinics, correctional institutions, deaddiction and rehabilitation centres, educational institutions.

References:

1. Brown, Leland 1970	Communicating Facts and Ideas in Business, New Jersey: Prentice-Hall Inc., Englewood Cliffs.
2. Chandrashekar, C. R. (Ed.) 1999	A Manual on Counselling for Lay- Counsellors, Bangalore, Prasanna Counselling Centre.
3. Dave, Indu 1983	The Basic Essentials of Counselling, New Delhi: Sterling Publishers Pvt., Ltd.
4. Desai, M. M.(Ed.) 1979	Creative Literature and Social Work Education, Bombay: Somaiya Publications Pvt. Ltd.
5. Desai, Murli (Ed.) 1994	Family and Interventions - A Course Compendium, Bombay, Tata Institute of Social Sciences.
6. D'souza, Y. K. 1999	Communication Today and Tomorrow, New Delhi: Discovery Publishing House.
7. Fisher, Dalmar 1999	Communication in Organisations, Second Edition, Mumbai: Jaico Publishing House.
8. Fullmer, D. W. and Bernard, H. W. 1972	Counselling: Content and Process, New Delhi: Thomson Press India.
9. Fuster, J. M. 2000	Personal Counselling, Eighth Updated Edition, Mumbai, Better Yourself Books.
10. Kennedy, E. 1977	On Becoming a Counsellor - A Basic Guide for Non-professional Counsellors, Delhi: Gill and Macmillan.
11. Lakshmipathi Raju, M (Ed.) 1999	Family Counselling: Perspectives and Practices, Tirupati, Sri Padmavati Mahila Visvavidyalayam.
12. Lewis,E. Patterson and Elizabeth, R. Welfel 2000	The Counseling Process, Stamford, Brooks / Cole Thomson Learning,
13. Melkote, Srinivas R. 1991	Communication for Development in the Third World – Theory and Practice, New Delhi: Sage Publications.
14. Mohan, Krishna and Banerji, Meera. 1990	Developing Communication Skills, Delhi: Macmillan India Ltd.
15. Murphy, Robert D. 1977	Mass Communication. and Human Interaction, Boston: Houghton Miffiin Company.
16. Narang, Vaishna 1996	Communicative Language Teaching, New Delhi: Creative Books.
17. Narayana, Rao S. 1981	Counselling Psychology, New Delhi: Tata Mc Graw Hill Publishing Company Ltd.
18. Pollock, Thomas C1ark; Sheridan, Marion C; Ledbetter, Frances and Doll, Ronald C. 1955	The Art of Communicating, New York: The Macmillan Company.
19. Robert, G. Madden 1998	Legal Issues in Social Work Counselling and Mental Health, Sage Publications India Pvt., Ltd.

20. Small, Jacquelyn 1990   Becoming Naturally Therapeutic: A Return to the True Essence of Helping, New York, Bantam Books.

(Common Paper)
Paper code SW-4.2
Paper Title: LEGAL SYSTEM IN INDIA

Introduction:
The course is to help learners understand the legal system and procedures in India. It supports understanding the processes in public interest litigation and develops skills for the same.

Objectives:
1. Acquire information on the legal rights of people.
2. Develop an understanding of the legal system and get acquainted with the process of the legal system with emphasis on functioning in India.
3. Understand the role of the police, prosecution, judiciary and correction.
4. Gain insight into the problems faced by the people belonging to different strata of society, in interacting with this system.
5. Develop an understanding of the processes and problems of public interest litigation and legal aid to marginalized.

Course Content

UNIT I
Social Justice: Meaning and Concept; Social legislation: Meaning, definitions and concept. Social justice as an essential basis of social legislations; Social legislations in a welfare state with special reference to India.

UNIT II
Rights: Concept and definitions of Rights; types of Rights; Rights of women and children; Rights of Scheduled Castes and Scheduled Tribes; Rights of accused and offender under Constitution of India, Indian Penal Code and Criminal Procedure Code.

UNIT III
Legislations pertaining to Social Institutions: Marriage, divorce, maintenance of spouse, adoption. Legislations for prevention of Crime and Deviance: Indian Penal Code (relevant chapters like of Offences against Public Tranquility, of Offences affecting the Public Health, Safety, Convenience, of Decency and Morals, of Offences relating to Religion, of Offences affecting the Human Body, of Offences relating to Marriage, of Cruelty by Husband or Relatives of Husband) Legislations pertaining to women and children.

UNIT IV
Criminal Justice System in India: Police: Structure, powers and functions and their role in maintaining peace and order in the society. Prosecution: Meaning, structure, its role in criminal justice, trial participation. Judiciary: Supreme Court, High Court - Constitution of Supreme Court and High Court: Powers and functions. Sub-ordinate Courts - District Sessions Court, Magistrate Courts, and other subordinate courts.

UNIT V
Correction and Correctional Laws: Corrective measures as per Criminal Procedure Code, Probation of Offenders Act, Juvenile Justice (Care and Protection of Children) Act.

Legal Aid: Concept of legal-aid, history of legal-aid, persons needing legal-aid, legal-aid schemes, NLSA and SLSA, Public Interest Litigation: Meaning, Concept, Process and Problems. Right to Information Act- Provisions and implementation. Role of Social Worker.

References:

1. Aranha, T.   Social Advocacy - Perspective of Social Work, Bombay: College of Social Work.
2. Buxi, U. 1982   Alternatives in Development: Law the Crisis of the Indian Legal System, New Delhi: ,Vikas Publishing House.
3. Curry, J. C. 1977   The Indian Police, New Delhi: Manu Publications.
4. Desai, A. E. (Ed.) 1986   Violation of Democratic Rights in India, Vol. 1.
5. Fleming, M. 1978   Of Crimes and Rights, New York: W.W. Norton and Company.
6. Gandhi B.M. 2006.   Indian Penal Code, Lucknow, Eastern Book Company.
7. Iyer, V. R. K 1980.   Some Half Hidden Aspects of Indian Social Justice, Lucknow: Eastern Book Company.
8. Iyer, V. R. K 1984.   Justice in Words and Justice in Deed for Depressed Classes, New Delhi: Indian Social Institute.
9. Iyer, V. R. K 1981.   Law Versus Justice: Problems and Solutions, New Delhi: Deep and Deep.
10. Iyer, V. R. K 1980.   Justice and Beyond, New Delhi: Deep and Deep.
11. Kelkar R. V. 2006.   Lectures on Criminal Procedure, Lucknow, Eastern Book Company.
12. Khanna, H. R. 1980   The Judicial System, New Delhi: II P A.
13. Mathew, P. D.   II P.A Legal Aid Series, Delhi: Indian Social Institute
14. McDonald. W. F. (Ed.) 1979   The Presentator, California: Berkeley: Hill
15. Newman, G. 1999   Global Report on Crime and Justice, New York: Oxford University Press.
16. Nirmal Anjali. 1992   Role and Functioning of Central Police Organisations, New Delhi: Uppal.
17. Peak, K. J. 1998   Justice Administration - Police, Courts and Correction, New Jersey: Prentice-Hall.
18. Ratanlal and Dhirajlal, 2006   Indian Penal Code, Lexis and Lexis, Nagpur.
19. Singh. L. M. (Ed.) 1973   Law and Poverty: Cases and Materials, Bombay: Tripathi.
20. Western, P. B. 1976   The Criminal Justice System: An Introduction and Guidelines, California: Good Year Publishers.
21. Government of India, 1973   Report of the Legal Aid Committee.

(Specialisation-I: HRD)
Paper code SW-4.3a
Paper Title: EMPLOYEE RELATIONS AND LEGISLATION

Introduction:
The purpose is to provide an in-depth knowledge about the relationship between employer, employee and the state, to bring out the importance of cordial employee relations for organizational productivity and gain an understanding of the mechanism of inter-personal relations, collective bargaining and productivity improvement functions in the organisation through involvement of all groups.

Objectives:
1. Develop the skills of interpersonal relationship as per organisational requirement.
2. Understand the trends and dynamics between the partners in the organisation.
3. Enhance the knowledge on organisational performance, role and responsibility.
4. Develop the knowledge on various statutory / legal aspects influencing the organizations.
5. To stimulate thinking on rationale behind the Laws and their enforcement.

Course Content
UNIT I

Human Factor at workplace. Industrialization in India. Organized and Unorganized sector in India. Employee Relations: Concept, philosophy and principles. Various concepts: Firm, factory, industry, MNC, SEZ, etc.

UNIT II

Scope of Employee Relations: Collective Bargaining, Workers Participation in Management, Industrial Communication, Domestic Enquiry, and ways of dealing with Industrial Indiscipline.

UNIT III

Trade Unions and Employee Relations Laws: Trade Unions, historical background, types, size, affiliations, various unions. Trade Unions Act and Industrial Disputes Act. The contemporary issues and challenges of Trade Unions.

UNIT IV

Employee Social Security Laws: History of Social Security. The Workmen's Compensation Act, Employee's State Insurance Act, The Payment of Gratuity Act, The Payment of Provident Fund Act, The Child Labour Act, The Maternity Benefit Act, The Contract Labour (Regulation and) Act.

UNIT V

Laws Relating to Wages and Bonus: The Payment of Wages Act, The Payment of Minimum Wages Act, and The Payment of Bonus Act.

Employee relations in knowledge based industry - Concepts of self-managed teams (SMT) - Changing employee/ employer and trade union relationship. Current rules of Taxation of Salaries. Labor Welfare Officer - Duties and functions; Social Work in Industry.

References:

1. Achar, M. R. 1976 — Labour Rules in Karnataka, Bangalore, Shree Vidya Printers.
2. Arora, M, 2005 — Industrial Relations, New Delhi, Excell Books.
3. Dasgupta, S. K. — Industrial Law, Sterling Publishers Pvt. Ltd.
4. Devar, R. S. 167 — Personnel Management and Industrial Relations, New Delhi, Vikas Publishing House.
5. Joseph, T.M. 2009 — Industrial Law, Mumbai, Himalaya Publications Pvt., Ltd.
6. Lal Das, D. K. 1991 — Personnel Management, Industrial Relations and Labour Welfare, Agra, Y. K. Publishers.
7. Madhusudhana Rao, M. 1986 — Labour Management Relations and Trade Union Leadership, New Delhi, Deep and Deep Publications.
8. Malik P. L. 1986 — Handbook of Labour and Industrial Law, Lucknow, Eastern Book Company.
9. Mamoria, C. B. and Mamoria S. 2006 — Dynamics of Industrial Relations, Mumbai, Himalaya Publishing House.
10. Mamoria, C. B; Mamoria Satish, Gankar, S. V. 2000 — Dynamics of Industrial Relations in India, Mumbai, Himalaya Publishing House.
11. Mishra M, 2006 — Case Laws on Industrial Relations, New Delhi, Excell Books.
12. Moorthy, M. V. 1968 — Principles of, Labour Welfare, Vishakapatnam, Gupta Brothers.
13. Nagaraju, S. 1981 — Industrial Relations System in India, Allahabad, Chugh Publications.
14. Pyle M and George, Simon A, 2009 — Industrial Relations and Personnel Management, New Delhi, Vikas Publishing House Pvt Ltd.
15. Rudrabasavaraj, M. N. 1984 — Human Factors in Administration, Bombay, Himalaya Publishing House.
16. Sanajaoba, Naorem 1985 — Industrial Tribunal - Working, Procedure and Judicial Trends, New Delhi, Deep and Deep Publications.
17. Sharma, A. M. 1989 — Industrial Relations - Conceptual and Legal Frame Work, Bombay, Himalaya Publishing House.
18. Saiyed I A, 2009 — Labour Law, Mumbai, Himalaya Publishing House Pvt., Ltd.
19. Singh BD, 2005 — Industrial Relations: Emerging Paradigms, New Delhi, Excell Books.
20. Sinha, G. P. and Sinha, P. R. 1977 — Industrial Relations and Labour Legislation in India, New Delhi, Oxford IBH Publishing Co.
21. Somani, Anjan and Mishra, Shivani, 2009-10 — Employment Laws, Jaipur, Ramesh Book Depot.
22. Srivastava S C, 2009 — Industrial Relations and Labour Law. New Delhi, Vikas Publishing House Pvt Ltd.
23. Subramanian, H. N. 1967 — Labour Management Relations in India, Bombay, Asia Publishing House.

24. Tripati, P. C. 1989   Personnel Management and Industrial Relations, New Delhi, S. Chand and Sons,.

25. Tyagi, B. P. 1976   Labour Economics and Social Welfare, Meerut, Jai Prakash Nath & Co.

26. Vaid, K. N. 1970   Labour Welfare in India, New Delhi, Sri Ram Centre for Industrial Relations.

27. Yoder, D. 1972   Personnel Management an Industrial Relations, New York, Prentice-Hall India.

(Specialisation-I: HRD)
Paper code SW-4.4a
Paper Title: HUMAN RESOURCE DEVELOPMENT AND EMPLOYEE WELLNESS

Introduction:
The purpose of this course is to provide practical exposure and knowledge in behavioural science to develop skills not only to understand and analyse problems but also to develop a problem-solving approach to issues.

Objectives:
1. To develop multi facets of the personality and to build self confidence.
2. To develop a spirit of continuous learning and innovation.
3. To strengthen the competency base of individuals, team and organisation.
4. To appreciate the importance of bottom-line focus to the Human Resource function and trend toward HR Accountability.
5. To understand the various approaches and techniques of measuring HR.
6. To create awareness of different types of information systems in an organization so as to enable the use of computer resources efficiently, for effective decision-making.

Course Content
UNIT I
Human Resource Development (HRD): Concept, origin and needs for HRD; Competency Mapping; Performance Measurement Systems; Organizational goal setting process, Key Result Area (KRA) and Key Performance Indicator (KPI).

UNIT II
Approaches to measuring HR: - Competitive Benchmarking, HR Accounting, HR Auditing, HR Cost monitoring, HR Effectiveness Index, MBO (Management by Objectives).

Coaching, Mentoring, career planning, career development, reward system, quality of work life. Learning and HRD: Building Learning Organization.

UNIT III
Talent Development: Concept and importance; Training Need Analysis, process of training, designing and evaluating training and development programs. Use of information technology.
Types and Methods of Training: Training within industry (TWI), External; on the job and off the job; Training methods; lecture, incident process, role play, structured and unstructured discussion, in-basket exercise, simulation, vestibules training, management games, case study, programmed instruction, team development, and sensitivity training; review of training programs.

UNIT IV
Employee Wellness: Concept, philosophy, principles and scope; Importance and relevance of wellness programs, Role of Welfare Officer as per the Factories Act 1948. Relevance - with reference to Accidents, Absenteeism, Alcoholism, Domestic Violence: Preventive and remedial measures.

UNIT V
Employee Counseling. Role of Counselor in Organizations. Corporate Social Responsibility (CSR): CSR as a business strategy.

Environmental management systems ISO 14001, ISO 26000: Social responsibility guidance standard, environmental impact assessment, Life cycle assessment, Social impact assessment. Changing role of HRD Managers.

References:

1. Bhattacharyya, Dipak Kumar.1999 — Managing People, New Delhi, Excel Books.
2. Business Today — Managing People: The Business Today, Experiential Guide to Managing Workforce 2000, January 7-21, 1996.
3. Cowling, Alan and James Philip — The Essence of Personnel Management and Industrial Relations, New Delhi, Pentice-Hall of India Pvt., Ltd.
4. Davis, Keith. 1983 — Human Behaviour at Work, New Delhi: Tata McGraw-Hill
5. Fisher, Cynthia; Schoenfeldt, Lyle F. and Shaw, James, B. 1997 — Human Resource Management, Third Edition, Boston, Houghton Mifflin Company.
6. Jayagopal, R. 1990 — Human Resource Development: Conceptual Analysis and Strategies, New Delhi: Sterling Publishers Pvt. Ltd.
7. Moorthy, M. V. 1982 — Priciples of Labour Welfare, New Delhi, Oxford & IBH.
8. Moorthy, M. V. 1992 — Human Resource Management Psycho-Sociological Social Work Approach, Bangalore, R & M Associates.
9. Norman, M. 1960 — Psychology in Industry, London, Harrap & Company.
10. Prasad, L. M. 1996 — Organisational Behaviour, New Delhi, S. Chand & Co.
11. Rao, T. V. 1990 — HRD Missionary, New Delhi. Oxford & IBH.
12. Rao, T. V. 1991 — Reading in Human Resource Development, New Delhi: Oxford and IBH Publishing Co. Pvt. Ltd
13. Rudrabasavaraj, M. N. 1984 — Human Factors in Administration, Bombay: Himalaya Publishing House.
14. Sahni, P. and Sharma, K. K. 1988 — Organisational Behaviour, New Delhi: Deep and Deep Publications.
15. Singh M. K. and Bhattacharya (Eds.) 1990 — Personnel Management, New Delhi : Discovery Publishing House.
16. Vroom, V. H. and Grant, L. 1969 — Organisational Behaviour and Human Performance, New York. Wiley.

(Specialisation-I: HRD)
Paper code: SW- 4.5a
Paper Title: ORGANIZATIONAL BEHAVIOUR AND ORGANIZATIONAL DEVELPOMENT

Introduction:
The course aims to provide an understanding of human behavior at work so that the learner may acquire the skills required to analyze problems and develop a problem-solving approach.

Objectives:
1. To impart knowledge about individual, group and organizational dynamics and their consequences.
2. To make clear the concepts and approaches that help in developing models or systems that support human ingenuity.
3. To acquaint the students with the knowledge of theories and practices that govern human behavior at work,
4. To help the learner understand the value and worth of human resources in an organization.
5. To enable the students to become aware of their communication skills and Sensitize them to their potential to become successful managers.
6. To gain self-confidence and healthy self-respect while retaining respect for other's rights.
7. To understand the application of Transactional Analysis in several areas of employee management.

Course content

UNIT I
Conceptual Framework: Organization Behavior: Definition and scope, historical background of Organization Behavior.
Concept and importance of Attitude, Values, Personality in the workplace.
Enneagram and Transactional Analysis (TA) as tools for understanding Organizational Behaviour;

UNIT II
Concept and relevance of Emotional Intelligence in the workplace.
Concept and relevance of job satisfaction and employee morale.
Assertiveness Training: concept, components of assertive behavior, benefits of assertiveness, handling fear, handling anger, handling depression, developing assertive behavior skills, assertiveness on the job, assertiveness in interpersonal relations.

Motivation: Concept and theories, techniques of motivation, role of reinforcement and punishment, motivation and organization reward system, awards, employee empowerment and engagement.

UNIT III
Leadership – roles, skills, and styles, leadership theories, types of leadership, powerful persuasion strategies.
Team Work – Concept and significance.

Group dynamics - CConcept, types of groups, dynamics of group formation, decision making in groups.

UNIT IV
Organization Development: Concept, Organizational Diagnosis, OD interventions –Individual and interpersonal interventions, team/group interventions, comprehensive interventions, and organizational transformation.
Emerging approaches and techniques in OD.

UNIT V
Organizational Conflict – Concept causes and types, conflict-resolution strategies.
Organizational Change: Concept, forces of change and resistance to change, managing organizational change and diversity, facilitating creative and divergent thinking, planned organizational change.
Stress and burn out – concept, causes, consequences and coping strategies.
Managerial Ethics: Individual ethics, ethical dilemmas in management, Ethical practices of Indian Managers, Corporate ethics.

References:
1. Andrew, Dubrin J, 2006   Leadersip – Research Findings, Practice, and Skills, New Delhi, Biztantra Publication.

2. Aswathappa K, 2008   Organisational Behaviour- Text, Cases and Games, Mumbai, Himalaya Publication House.

3. Donald, Hislop, 2007   Knowledge Management in Organisation- A Critical Introduction, Oxford University Press.

4. Khanka, S S,2008   Organisational Behaviour, New Delhi,   S Chand and Co., Ltd.

5. Hellriegul Don and   Organisational Behaviour, New Delhi,
   Slocum John W., Jr,2004   Thomson South-Western.

6. ICFAI, 2004   Organisational Behaviour, Hyderabad, Centre for Management Research.

7. Kumar Arun and   Organisational Behaviour- A Modern
   Meenakshi N, 2009   Approach, NIILM Center for Management Studies, New Delhi.

8. Luthans Fred, 2005   Organisational Behviour, New York, McGraw Hill International Edition.

9. Moorhead Gregory and   Organisational Behaviour- Managing
   Griffin Ricky W, 2005   People and Organisations, New Delhi, Biztantra Publications.
10. Nelson, Debra L and   Organisaional Behaviour- Foundations,
   Quick, James Compbell,2007   Realities and Challenges, New Delhi, Thomson South-Western,.

11. Northouse Peter G, 2003   Leadership- Theory and Practice, New Delhi, Response Books: A Division of Sage Publications.

12. Robibins, Stephen P, 2007   Organisational Behaviour, New Delhi, Pearson Education.

13. Ryan, Rosemary K C, 2008   Leadership Development- A Guide for HR and Training Professionals,
New Delhi, Elsevier Publications.

14. Sadler, Philip, 2004   Lerdership- Styles, Role Models, Qualities, Behaviours, Concepts, New Delhi, Kogan Page India Pvt., Ltd.

15. Subba Rao, P, 2004   Organisational Behaviour, Mumbai, Himalaya Publications House.

(Specialisation-I: HRD)
Code SW-4.6a
Title: **RESEARCH PROJECT**

Each student is expected to undertake empirical, evidence-based research, under the guidance of his/her faculty supervisor. The project shall comprise of selection of the topic, methodological details, analysis, interpretation and deductions made. The respective college / the department of the university should strictly adhere to the guidelines given by BOS.

Evaluation of the Research Project will be done along with the viva-voce examination by the viva-voce committee constituted for the assessment of social work practicum or similar committee may be constituted if required.

Research Conference:

Research conference is part of the time-table. Planning, preparation of tools, fieldwork and report writing of research project; scheduling and time line need to be part of the research conference. Faculties need to maintain research conference report and progress of the research project report. The faculty supervisors would assist students to prepare a plan of action for individual research project right from selection of research problem to finalization of report. If the research would be done in agency, consultation of agency supervisor is required. Further, faculty supervisors shall facilitate students to adopt intervention research design (Ex Post Facto).

(Specialisation-I: HRD)
Code SW-4.7a
Title: **SOCIAL WORK PRACTICUM - IV**
         (Concurrent Field Work and Block Placement)

Concurrent Fieldwork of two-days a week is an ongoing learning opportunity to develop intervention skills in reality situations. The learners may be placed in agencies or in communities to initiate and participate in direct service delivery. Practice learning is a. vital component of the educational opportunity to be provided to the learner. The teaching-learning process must be designed to help the learner to move on the mastering strategies, skills and techniques to practice social work. The faculty supervisors would assist students to prepare a plan of action for the respective semester field work activities in consultation with agency supervisors. Further, faculty supervisors shall facilitate students to adopt intervention field work in collaboration with agency/development organisations. The minimum required number of visits in this semester for concurrent fieldwork would be twelve days.

Block Placement - enables learners to integrate learning and generate newer learning by participating in the intervention processed over a period of four weeks continuously, in a specific agency. The students need to be placed in reputed organization related to their interest.

The block placement gives an opportunity for the students to develop professional preparedness for job situations. It is a way for career building. Processional behavior and skills are developed during the block placement. Industries, hospitals, agencies and movement settings have to be given priority in block placement.

Usually, Block field work is provided at the end of the two-year programme. There should be professionally qualified worker in the setting willing to plan orientation and provide consultation, when needed.

References:
Kohli, A.S. 2004. *Field Instruction and Social Work: Issues, Challenges and Response*. Delhi: Kanishka.
Lawani, B.T. 2009. *Social Work Education and Field Instructions*. Agra: Current Publications.
Mathew, G. *Supervision in Social Work*. Mumbai: TISS.
Roy, S. 2012. *Fieldwork in Social Work*. Jaipur: Rawat Publications.
Sajid, S.M. 1999. *Fieldwork Manual*. New Delhi: Department of Social Work, Jamia Milia Islamia.
Subedhar, I.S. 2001. *Fieldwork Training in Social Work*. New Delhi: Rawat.
University Grants Commission. 1978. *Review of Social Work Education in India: Retrospect and Prospect*. New Delhi: UGC.

(Specialisation-II: URCD)
Paper code SW-4.3b
Paper Title: MANAGEMENT OF NON-GOVERNMENTAL ORGANIZATIONS

Introduction:
This course aims at introducing to students the concepts and principles involved in managing non-profits, particularly NGOs.

Objectives:
1. Develop an understanding about the role of NGOs in social development.
2. Develop knowledge about management of NGOs.
3. Develop the ability to identify collaborative strategies between NGOs and Government institutions.

Course Content

UNIT I
NGOs as non-profit organizations involved in development work - common denominators and overlaps in business, public and non- profit managements - legal – rational structure of non-profits - trusts, societies and companies special reference to Trust Act, Societies Registration Act and Section 25 of Companies Act.

UNIT II
Organisational Design: Vision, Mission and Goals of NGOs - Decision-making - Participation, empowerment, teamwork and ownership; Voluntarism, Transparency and Stakeholder Accountability - Leadership styles suited for NGOs.

UNIT III
NGO Environment: Interfacing with community and community based organizations - NGO-State relationship.
NGO Capacity Building - Building the competencies in NGOs - Identification and procurement of right competencies, Training and development and performance appraisal – Organisational techno-managerial capacity; Capacity for independence and autonomy and capacity for learning and change.

UNIT IV
Resource Management for Non- Profits:
Resource Mobilisation for NGO - Non-financial resource, natural resources, physical pesources in the form of common property - Human capital resources and social capital financial resource – Institutional and non - institutional sources of funding - National and international Fund-raising: strategies – Foreign contributions - Statutory obligations.

UNIT V
Accounting for Non- Profit Organisations: Basic accounting principles and concepts- Preparation and analysis of financial statements, zero base budgeting; Financial Management.

Recent trends in NGO management.

References:
1. Chowdhary, D. P 1981.   Role of Voluntary Action in Social Welfare Development,

New Delhi, Sidhartha Publications.

2. Drucker, Peter, 1983 Managing the Non-Profit Organisation, New Delhi, Macmillan

3. Gangrade, K.D, 1988 Social Welfare and Social Development, New Delhi, Northern Book Centre

4. Garain S, 1998 Organisational Effectiveness of NGOs, Jaipur, University Book House.

5. Jackson, J 1989 Evaluation for Voluntary Organizations, Delhi, Information and News Network.

6. Kapoor, K.K, 1986 Directory of Funding Organisations, Delhi, Information and News Network.

7. PRIA, 1989 NGO – Government Relations, Delhi, PRIA

8. PRIA, 1991 NGOs in India: A Critical Study, Delhi, PRIA

9. Sachdeva, D.R, 1998 Social Welfare Administration in India, Allahabad, Kitab Mahal.

10. Weiner, M, 1982 Human Service Management, Illinois, the Dorsey Press.

(Specialisation-II: URCD)
Paper code SW-4.4b
Paper Tile: **DISASTER MANAGEMENT**

Introduction:
The course aims at introducing students to acquire the required knowledge and skills in disaster management.

Objectives:
1. Understand key concepts, theories and approaches of disaster management   with specific reference to Indian context
2. Develop skills to analyse factors contributing to disaster
3. Develop an understanding of the process of disaster management
4. Develop an understanding of the social worker's role in the team for disaster management.

Course Content

UNIT I
Disasters: Concept, types, and types of disasters. Impact of disasters on vulnerable communities. Disaster Management: Definition and process; importance of disaster management in the present environmental scenario.

UNIT II
Disaster Prevention and Preparedness: Vulnerability analysis, hazard mapping, community based disaster preparedness programmes, public awareness and education; first-aid training, civil defense training.

UNIT III
Scope of disaster related interventions, intervention during disaster impact stage, trauma counseling and crisis intervention, post disaster management.

UNIT IV
Damage assessment and long term rehabilitation and reconstruction, networking and co-ordination between government, NGOs, donor agencies, local bodies, police, military etc.

UNIT V
Institutions and Instruments in Disaster Response: Administration of relief in India - National, state, district and local levels; Disaster related legislations and policies.

References:
1. IFRC, 2005   World Disaster Report

2. Birnabaum, F,   "Crisis intervention after a Natural
   Coplon, J and Scharff, T 1973   Disaster", Social Case Work, Vol. 54,
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5. Chen, L 1973 — Disaster in Bangladesh: Health Crisis in a Developing Nation, New York, Oxford University Press.

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7. Gangrade, K.D and Dhadde S, 1973 — Challenge and Response, Delhi: Rechna Publication.

8. Grossman, L 1973 — "Train Crash: Social Work and Disaster Services" Social Work Vol.18, No.5, 38-44

9. Hoff, A 1978 — "People in Crisis", Understanding and Helping, California: Addison Wesley Publishing Company.

10. Joint Assistant Centre 1980 — Natural Disaster, New Delhi: Adhyatma Sadhana Kendra

11. Lindomann, E 1944 — "Symptomology and Management of Acute Grief", American Journal of Psychiatry, Vol. 101, pp.141-148

12. Shader, I and Schwartz A 1966 — "Management of Reaction of Disaster", Social Work, Vol. 11, No. 2.

13. Siporin, M 1966 — "The Experience of Aiding the Victims of Hurricane "Betsy", Social Service Review, Vol. 10

14. Wolfenstein, M 1977 — Disaster: A Psychological Essay, New York: Arno Press.

(Specialisation-II: URCD)
Paper code SW-4.5b
Paper Title: **PROJECT MANAGEMENT FOR PARTICIPATORY DEVELOPMENT**

Introduction:
The paper aims to appraise the students with methodology for planning, formulating, implementing and evaluating development projects using the Logical Framework.

Objectives:
1. Understand different perspectives of development and approaches for community development.
2. Understand process and components of project management.
3. Develop application skills for effective organisational management.

Course content

UNIT I
Introduction to Project Management
Concept of Development and Development Projects, nature and types of Development Projects, Meaning and Components of Project Management, Overview of Project Cycle Management.

UNIT II
Project Identification
Needs assessment: listening, interviewing, focus group discussions, community mapping; Capacity assessment: human, social, natural, physical, economic, cultural. Feasibility/Base Line studies – Project Formulation – Planning and Policy making – Strategic Formation – Preparation of project proposals – Project implementation.

UNIT III
Project Design
Stakeholder analysis: user groups, interest groups, beneficiaries, decision makers; Primary and Secondary stakeholders; identifying appropriate stakeholders for participation; levels of participation; Research – participatory methods; Problem Analysis – problem tree; Objectives tree, Logical Framework Analysis (LFA), Project Proposal, Action Planning, Budgeting and Resource Mobilization – Central and State Government Assistance and Other Assistance – Fund Raising: Meaning, techniques – Income Generation Programmes (IGP) – Financial Management – Financial Collaboration between Funding Organization and Non-Profit Organizations.

UNIT IV
Project Implementation, Monitoring and Evaluation
The need for monitoring, reviewing and evaluation, Creating Management Information System (MIS) – Meaning and techniques of Project Appraisal, Participatory Rural Appraisal (PRA): Principles, methods and techniques, reporting; Programme/Project Evaluation Review Technique (PERT), Critical Path Method (CPM), learning the lessons.

UNIT V
Acquisition and Development of Talent for Project Management
Human Resource Planning, Talent Acquisition, Training, Development and Education, Performance Management, healthy organizational practices (transparency, accountability to the community, social audit by the community), networking.

Case Studies: Selected case studies on above topic.

References:
Blackman, Rachel. 2003. Project Cycle Management. UK: Tearfund. (Downloaded from www.tearfund.org/tilz).
Choudhury, S. (1990). Project Management , New Delhi, Tata McGraw – Hill Publishing Company Ltd.
Clark, John   1991   Voluntary Organisations: Their Contribution to Development, London, Earth Scan.
Dale, Reidar. 2001. Evaluation Frameworks for Development Programmes and Projects. New Delhi: Sage Publications.
Eade Deborah and Literingen Ernst. (ed)   2006   Debating development-NGOs and the Future, New Delhi: Rawat.
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Mukharjee, Neela (2002) Participatory Learning and Action with100 Field Methods, New Delhi: Concepts Publishing Company.
Mukherjee,   Amitarva (Ed). 1995   Participatory Rural Appraisal: Methods and Application in Rural Planning, New Delhi,Vikas.
Mukherjee, K.K   and Mukherjee   1986 Voluntary Organization: Some Perspectives, Sutapa Hyderabad, Gandhi Peace Centre.
Mukherjee, Neela (1996) Participatory Rural Appraisal and Questionnaire Survey, New Delhi: Concept Publishing Company.
Nail, B. M. (1985) Project Management – Scheduling and Monitoring By PERT/CPM, New Delhi: VANI Educational Books.
Padaki, Vijay. 1995. Development Intervention and Programme Evaluation. New Delhi: Sage Publications.
Prasanna, C. 1993. Project Preparation. New Delhi: Tata Mcgraw Hill.
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Rossi. 1992. Evaluating Social Programmes. New York: Seminar Publications. C.B.S.
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Sakararan and Rodrigues   1983   Hand Book for the Management of Voluntary Organisation Madras, Alfa.

Somesh Kumar (2002) Methods for Community Participation, New Delhi: Vistar Publication.

Sooryamoorthy R and Gangrade K.D. 2006   NGOs in India - A cross Sectional study New Delhi: Rawat.

(Specialisation-II: URCD)
Paper code SW-4.6b
Title: **RESEARCH PROJECT**

Each student is expected to undertake empirical, evidence-based research, under the guidance of his/her faculty supervisor. The project shall comprise of selection of the topic, methodological details, analysis, interpretation and deductions made. The respective college / the department of the university should strictly adhere to the guidelines given by BOS.

Evaluation of the Research Project will be done along with the viva-voce examination by the viva-voce committee constituted for the assessment of social work practicum or similar committee may be constituted if required.

Research Conference:

Research conference is part of the time-table. Planning, preparation of tools, fieldwork and report writing of research project; scheduling and time line need to be part of the research conference. Faculties need to maintain research conference report and progress of the research project report. The faculty supervisors would assist students to prepare a plan of action for individual research project right from selection of research problem to finalization of report. If the research would be done in agency, consultation of agency supervisor is required. Further, faculty supervisors shall facilitate students to adopt intervention research design (Ex Post Facto).

(Specialisation-II: URCD)
Code SW-4.7b
Title: **SOCIAL WORK PRACTICUM - IV**
(Concurrent Field Work and Block Placement)

Concurrent Fieldwork of two-days a week is an ongoing learning opportunity to develop intervention skills in reality situations. The learners may be placed in agencies or in communities to initiate and participate in direct service delivery. Practice learning is a. vital component of the educational opportunity to be provided to the learner. The teaching-learning process must be designed to help the learner to move on the mastering strategies, skills and techniques to practice social work. The faculty supervisors would assist students to prepare a plan of action for the respective semester field work activities in consultation with agency supervisors. Further, faculty supervisors shall facilitate students to adopt intervention field work in collaboration with agency/development organisations. The minimum required number of visits in this semester for concurrent fieldwork would be twelve days.

Block Placement - enables learners to integrate learning and generate newer learning by participating in the intervention processed over a period of four weeks continuously, in a specific agency. The students need to be placed in reputed organization related to their interest.

The block placement gives an opportunity for the students to develop professional preparedness for job situations. It is a way for career building. Processional behavior and skills are developed during the block placement. Industries, hospitals, agencies and movement settings have to be given priority in block placement.

Usually, Block field work is provided at the end of the two-year programme. There should be professionally qualified worker in the setting willing to plan orientation and provide consultation, when needed.

References:
Kohli, A.S. 2004. *Field Instruction and Social Work: Issues, Challenges and Response.* Delhi: Kanishka.
Lawani, B.T. 2009. *Social Work Education and Field Instructions.* Agra: Current Publications.
Mathew, G. *Supervision in Social Work.* Mumbai: TISS.
Roy, S. 2012. *Fieldwork in Social Work.* Jaipur: Rawat Publications.
Sajid, S.M. 1999. *Fieldwork Manual.* New Delhi: Department of Social Work, Jamia Milia Islamia.
Subedhar, I.S. 2001. *Fieldwork Training in Social Work.* New Delhi: Rawat.
University Grants Commission. 1978. *Review of Social Work Education in India: Retrospect and Prospect.* New Delhi: UGC.

(Specialisation-III: MPSW)
Paper code: SW-4.3c
Paper Title: HEALTHCARE MANAGEMENT

Introduction:

The paper aims to provide the learners with sufficient orientation towards management aspects of healthcare in institutional and semi/non-institutional set-up so that they may provide efficient organizational leadership as medico-psychiatric social workers.

Objectives:

1. Gain understanding regarding essential aspects of healthcare in institutional, semi-institutional and non-institutional set-up.
2. Learn about various aspects of management of healthcare in institutional, semi-institutional and non-institutional set-up.
3. Understand to design and implement projects for administration of effective healthcare.

Course content

UNIT I

Introduction to Healthcare Management

Meaning of healthcare - Evolution of Healthcare in the West and in India - Classification of healthcare institutions (General, special, public, private, Trust, Teaching-cum- Research Hospitals, Corporate / Multi Specialty Hospitals) - Healthcare in semi and non-institutional set-up.

UNIT II

Management of Healthcare Institutions

Meaning, Nature and Scope Management of Healthcare Institutions - Principles of Management - Need for Scientific management.

Types of Wards; out-patient services and in-patient services, emergency services in Hospital - Medico Legal cases - Different departments required in the hospital.

UNIT III

Administration of Healthcare

The Planning Process - Choosing a Site, Location and Access – legal issues involved.

Building - Space Utilization, Physical Facilities - residential facilities - requirements of various movable infrastructure.

Human Resource Management in Healthcare Institutions: Human Resource Policies - Conditions of Employment Promotions and Transfers - Performance Management - Working hours - leave rules and benefits – safety conditions - salary and wage policies, Training and development.

UNIT IV

Talent Acquisition and Retention Strategies

Human Resource Planning - job analysis; job description; job specification; job design; career planning and career paths.

Recruitment and selection of medical professional and technical staff, social workers, physiotherapists and occupational therapists, pharmacists, radiographers, lab technicians, dieticians, record officers, mechanics and electricians.

Strategies used for attracting and retaining key talent.

UNIT V

Project Management in Healthcare Institutions

Concept of a Project, Project Cycle: Planning, Logical Frame Analysis and Matrix, and monitoring; financial management of the projects (PERT & CPM); Project evaluation and follow up.

Role of Medical Records in Healthcare Institutions - Content and their needs in the patient care system.

References:

1. Batra, Promod and Mahendra, Deepak (1992) Management Ideas in Action; New Delhi: Think Inc.
2. Benjamin Robert, et al (1983), Hospital Administration Desk Book. New Jercy: Prentice Hall.
3. Davar, Rustom S (1966) General Management, Bombay: Progressive Corporation Pvt. Ltd.
4. Davies R Lewelyn et al. (1966), Hospital planning & administration. Geneva: WHO.
5. Goal S L (1981), Health care Administration. New Delhi: Sterling.
6. Rabick & Jonathan et al (1983), Hospital Organization and Management, London: Spectrum.
7. Robbins, Stephen P. and Decenzo, David A. (2002) Fundamentals of Management, Delhi: (Essential Concepts and Applications) Pearson Education Asia.
8. WHO Expert Committee (1957), Role of Hospital in Programme of Community health protection. WHO technical Report services.
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10. WHO Expert Committee (1968), Hospitals Administration, WHO Technical Report Services No.395.

(Specialisation-III: MPSW)
Paper code: SW-4.4c
Paper Title: MEDICAL SOCIAL WORK

Introduction:
This course introduces the application of Medical Social Work in Health setting both in hospital and community.

Objectives:
1. Trace the Historical Development of Medical Social Work India and Abroad.
2. Understand the Nature of Medical Social Work Services.
3. Understand the development of Medical Social Work Profession.
4. Gain clarity about the Role and Functions of Medical Social Worker.

Course Content:

UNIT I
Medical Social Work: Meaning, Definition, Nature and Scope - Historical background in India and Abroad - Team work and Multidisciplinary approach in health care.

UNIT II
Hospital: Concept and types of hospitals - Historical development of hospitals as agencies of health care delivery - Goals, Structure and Functions.

UNIT III
Patient as a Person: Understanding the patient as a person - Illness behaviour - Impact of illness on the patient and family- Multiple factors like social, emotional, cultural, economic influencing the patient - Hospitalization process.

UNIT IV
Legal aspects of health: Forensic medicine - Procedures in medico-legal practices: Courts of enquiry, witness, evidence, oral examinations, certificates, professional secrecy - Dying declaration - Medico-legal offences: Assault, harassment, accident, homicide, suicide, sexual offences - Relevant provisions of health legislations: MTP Act, PCPNDT Act.

UNIT V
Medical Social Worker: Role, Functions of Medical Social Worker in different departments of Hospital - Training and Supervision in Medical Social Work - Limitations, difficulties and challenges faced by Medical Social Worker - Role of Social Worker in Treatment and Rehabilitation of patients and their families.

References:
1. Bajpai, P.K. (Ed.) 1998   Social Work Perspectives on Health, Jaipur, Rawat
                                     Publications.

2. Brody, Elaine M. and   A Social Work Guide for Long Term Care Facilities,
   Contriburions. 1974   U.S. Dept. of Health, Education and Welfare, Public
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                                     Mental health

3. Butrym, Zofia and Horder, John. 1983   Health, Doctors and Social Workers, London: Routledge and Kegan Paul.

4. Friedlander, W A. 1967   Introduction to Social Welfare (Chapter 12: Social Work in Medical and Psychiatric Setting), New Delhi: Prentic-Hall of India.

5. Hunble, Stephen and Unell Judith (Ed.) 1989   Self Help in Health and Social Welfare, London: Routeledge.

6. Johnson, J.L. & Grant, G. (Ed)   Medical social work, New York: Peason, Allyn & Bacon

7. Lawani B. T. 2010   Medical Social Work, Current Publishers, Agra.

8. Mechanic, David 1968   Medical Sociology- A Selective View, New York, Free Press.

9. Mechanic, David. 1968   Medical Sociology – A Selective View, New York, Free Press

10. Pathak, S. H. 1968   Medical Social Work, Chapter.25, In Wadia, A R (Ed.) : History and Philosophy of Social Work in India, Bombay: Allied Publishers.

11. Poornyn Paul. 2003   Micro-skills and theoretical foundations for Professional helpers, New York: Allyn & Bacon

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13. Seligman, L. 2004   Technical and conceptual skills for mental health professionals, New Jersey: Herrill Prentice Hall

14. Sphry, L., Carlson, J. & Diane Jose. 2003   Becoming an effective therapist, New York: Allyn & Bacon

15. Zastrow Charles. 1985   The practice of social work, Illinois: Dorsey Press.

(Specialisation-III: MPSW)
Paper code: SW-4.5c
Paper Title: **PSYCHIATRIC SOCIAL WORK**

Introduction:
This course is to provide awareness mental health problems and application of social work in mental health settings.

Objectives:
1. Understand historical background of psychiatric social work in India and abroad.
2. Understand the nature of psychiatric social work services and relevance of team work.
3. Understand the nature of collaboration with voluntary organisations for the welfare of mentally ill.
4. Identify the issues related to psychiatric social work department in hospitals and community mental health settings.

Course Content
UNIT I
Introduction to Psychiatric Social Work: Meaning and Scope - Historical background of psychiatric social work in India and abroad.
Application of social work methods and other related techniques used in the field - Multi-disciplinary approach and team work in mental health care.

UNIT II
Care of mentally ill: Day-care centre, night-care centre, half-way-home, sheltered workshop, Occupational therapy units - Role of social worker and role of voluntary organisations.
Role of family in the treatment of mentally ill - Preparing the family and community for the return of the affected individual, follow-up - governmental-agencies and paraprofessionals in the welfare of mentally ill.

UNIT III
Organisation of psychiatric social work department - Functions; and collaboration with other departments.
Rehabilitation: Occupational therapy - Principles and practice Psychosocial rehabilitation.

UNIT IV
Psycho-social intervention – Psycho therapy; Identifying needs of caregivers of Psychiatric Patients.
Psychiatric Social Worker: Functions of Psychiatric Social Worker in Hospitals and mental health centers.

UNIT V
Role of social worker, child guidance clinics, community mental health units, correctional institutions, industries, and family welfare centres.
Role of social worker with head injured, paraplegics and epileptics.
Role of social worker in the management of substance abuse – Educational avenues in psychiatric social work - Research avenues in the field of mental health for social workers.
Limitations, Difficulties and Challenges faced by Psychiatric Social Worker.

References:

1. Banerjee, G. R. 1968   Psychiatric Social Work, Chapter 26, In. Wadia, A. R. (Ed.): History and Philosophy of Social Work in India, Bombay: Allied Publishers.

2. Bhatia M.S. 2004   Essentials of Psychiatry, CBS Publishers & Distributors, New Delhi

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13. Stroup, H. H. 1960   Social Work - An Introduction to the Field, (Chapter 9: Psychiatric Social Work), New Delhi: Eurasia Publishing House.

14. WHO. 1992   ICD- 10, Oxford University Press, Madras.

(Specialisation-III: MPSW)
Paper code: SW-4.6c
Title: **RESEARCH PROJECT**

Each student is expected to undertake empirical, evidence-based research, under the guidance of his/her faculty supervisor. The project shall comprise of selection of the topic, methodological details, analysis, interpretation and deductions made. The respective college / the department of the university should strictly adhere to the guidelines given by BOS.

Evaluation of the Research Project will be done along with the viva-voce examination by the viva-voce committee constituted for the assessment of social work practicum or similar committee may be constituted if required.

Research Conference:

Research conference is part of the time-table. Planning, preparation of tools, fieldwork and report writing of research project; scheduling and time line need to be part of the research conference. Faculties need to maintain research conference report and progress of the research project report. The faculty supervisors would assist students to prepare a plan of action for individual research project right from selection of research problem to finalization of report. If the research would be done in agency, consultation of agency supervisor is required. Further, faculty supervisors shall facilitate students to adopt intervention research design (Ex Post Facto).

(Specialisation-III: MPSW)
Paper code: SW-4.7c
Title: Social Work Practicum – IV
(Concurrent Fieldwork and Block Placement)

Concurrent Fieldwork of two-days a week is an ongoing learning opportunity to develop intervention skills in reality situations. The learners may be placed in agencies or in communities to initiate and participate in direct service delivery. Practice learning is a. vital component of the educational opportunity to be provided to the learner. The teaching-learning process must be designed to help the learner to move on the mastering strategies, skills and techniques to practice social work. The faculty supervisors would assist students to prepare a plan of action for the respective semester field work activities in consultation with agency supervisors. Further, faculty supervisors shall facilitate students to adopt intervention field work in collaboration with agency/development organisations. The minimum required number of visits in this semester for concurrent fieldwork would be twelve days.

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Usually, Block field work is provided at the end of the two-year programme. There should be professionally qualified worker in the setting willing to plan orientation and provide consultation, when needed.

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Kohli, A.S. 2004. *Field Instruction and Social Work: Issues, Challenges and Response*. Delhi: Kanishka.
Lawani, B.T. 2009. *Social Work Education and Field Instructions*. Agra: Current Publications.
Mathew, G. *Supervision in Social Work*. Mumbai: TISS.
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Subedhar, I.S. 2001. *Fieldwork Training in Social Work*. New Delhi: Rawat.
University Grants Commission. 1978. *Review of Social Work Education in India: Retrospect and Prospect*. New Delhi: UGC.