DEPARTMENT OF SOCIAL WORK
SARDAR PATEL UNIVERSITY
VALLABH VIDYANAGAR

SYLLABUS EFFECTIVE FROM: 2017-18
MASTER OF SOCIAL WORK
MSW

Semester – II

Subject Code	Subject Title	Credits : 3
PA02CMSW21	SOCIAL CASE WORK	

Learner Objectives
- **To understand the case work method and its application in practice**
- **To equip learners with theoretical knowledge for work with individuals and families**
- **To develop competencies in learners to use the method in practice while working with individual clients and families.**
- **To equip learners with values and skills necessary for working with individuals and families**.

Unit : I	**HISTORICAL PERSPECTIVES OF SOCIAL CASE WORK**	**20%**
	- Historical Development of Social Case Work in India and Abroad	
Unit : II	**SOCIAL CASE WORK AS A METHOD OF SOCIAL WORK**	**20%**

- Concept and Definition
- Assumptions of Social Case Work
- **Principles of Social Case Work** : Individualization, Purposeful Expression of Feelings, Controlled Emotional Involvement, Acceptance, Non judgmental Attitude, Client's Self Determination and Confidentiality
- **Skills of Social Case Work**
- **Components of Case Work (Perlman's model)**

a. Person- client, significant others and collaterals
b. Problem- need, impaired social functioning
c. Place- agency, objectives, functions, policies and resources.
d. Process- casework intervention

- **Models of Case Work**: Social Diagnostic (Richmond), Supportive and Modificatory

(Hamilton), Crisis Intervention (Rapport), Classified Treatment and Competence Based Approach

Unit : III	**TOOLS OF WORKING WITH INDIVIDUALS AND FAMILIES**	**20%**

- **Tools of Social Case work:**

1. Intake – Record /Sheet and the intake interview (Client Engagement)
2. Casework interview
3. Home visit – Collateral Contacts
4. Recording and its types – Narrative, Process, Problem Oriented Record Keeping (PORK), Subjective and Objective Assessment Plan (SOAP), Use of case records as a tool of intervention.
5. Case worker –client relationship, Knowledge of resources (Networking, Communication - verbal , non-verbal, eye contact, body language.)
6. Case Presentation as a tool of Professional Development

Unit IV	**PROCESS OF INTERVENTION IN CASE WORK**	**20%**

- Intake
- Social Investigation/ Psychosocial Study
- Social Diagnosis
- Treatment
- Rehabilitation and Follow up

Unit V	**SKILLS AND TECHNIQUES REQUIRED FOR SOCIAL WORKER WHILE DEALING WITH CLIENT AND CASE STUDY**	**20%**

- Skills required for social worker while dealing with client
- Techniques required for social worker while dealing with client
- Case Presentation based on Field Experiences

RECOMMENDED READINGS:

1.Mathew Grace (1992) An Introduction to Social Case Work, Bombay: Tata Institute of Social Sciences.

2.Upadhyay, R. K, (2003). Social Case Work: A therapeutic Approach, Rawat Publication, India

3.Perlman, Helen Harris (1964) Social Case Work – A Problem Solving Process, London :University of Chicago Press.

4.Rameshwari Devi, Ravi Prakash (2004) Social Work Methods, Practics and

Perspectives(Models of Casework Practice), Vol. II, Ch.3, Jaipur : Mangal Deep Publication.

5. Richmond, Mary (1970) Social Diagnosis, New York : Free Press.

6. Bhattacharya, Integrated Approach to Social Work in India, Jaipur: Raj Publishing House.

7. Friedlander, Walter A. (1977) Concepts and Methods of Social Work, New Delhi: Prentice Hall of India Pvt. Ltd.

8. Hamilton Godon, Principles of Social Case Recording, Columbia University Press, New York

9. Encyclopedia in Social Work, (1987). Government of India Encyclopedia in Social Work, New Delhi : Publication

10. Mishra P. D, (1994). Social work : Philosophy and Methods, New Delhi: Inter-India Publications

PA02CMSW22   SOCIAL GROUP WORK   TOTAL CREDIT: 3

Learner Objectives:
1. Develop awareness about the specific characteristics of Group Work and its contributions as a method of social work intervention.
2. Understand group work as an instrument of change/development in individual in group.
3. Understand use of programme as a tool for group development.
4. Develop skills to work with different stages and record the process.

Unit	Description in detail	Weighting
1	**Historical Evolution of Group Work in India and Global Context**	**20%**
	i. Concept of group	
	ii. Characteristics of Group work	
	iii. Historical evolution of group work (Global context)	
	iv. Historical evolution of group work (Indian context)	
	v. Social group work as a method of social work	
	vi. Distinctive principles of Group Work	
2	**Social Group Work Method and Group Work Process**	
	i. Types of groups in social group work practice- open and closed groups, social treatment groups, task oriented groups (forum, committees and work team), developmental groups (self help groups and support groups)	**20%**
	ii. Steps of group formation	
	iii. Stages in group development: pre-group stage, orientation stage, problem solving stage, termination stage	
	vii. Theories applicable to group work practice	
	iv. Role of social worker in different stages of group development.	
	v. Social Group Work in different settings	
3	**Use of Programme in Social Group Work & Skills of Group Worker**	**20%**
	i. Concept of programme	
	ii. Principle of Programme Planning	
	iii. Importance of Programme in Group Work Practice	
	iv. Programme ,Planning and Implementation for Group Development	
	v. Programme ,Planning and Implementation for Programme Planning	
	vi. Programme ,Planning and Implementation for Programme implementation	
4	**Group Process and Dynamics & Use of Techniques and Tools in Group Work**	**20%**
	i. Steps in understanding group process	
	ii. Analysis of group interaction	
	iii. Leadership and its development in group process	
	iv. Communication in group, Verbal and non-verbal communication	
	v. Group dynamics: - group bond, sub-groups, group conflict, confrontation, apathy and group control, Use of relationship, Conflict resolution, Purposeful creation of environment Importance of recording in group work, Principle of recording, Recording structure ,Types of recording	
5	**Case study**	**20%**

Recommended Reading:

1. Bhatt R.M. (1960) Records of Group Work Practice in India, Baroda University: Baroda. Delhi School of Social Work (1958) Field Work Records in Group Work and Community organization, London : Tavistock Publication.

2. Barhard (1975) The Use of Groups in Social Work Practice, USA :Routlede & Kegan Paul.

3. Doel, Mark &Sawda, Catherine (2003) The Essentials of Group Worker, London : Jessica

Kingsley Pub.

4. Douglas, Tom (1976): Group Process in Social Work - a Theoretical Synthesis, New York : John Wiley & Sons.

5. Dougles Tom (1978) Basic Group Work, London : Tavistock Publication.

6. Golpelwar, Banmala (2010) :Social Group Work. Nagpur: Indian Institute of Youth Welfare

7. Klein Josphine (1967) The Study of Groups, London : Routledge and Kegan Paul.

8. Konopka Gisela (1983 3rd Ed.), Social Group Work a Helping Process, New Jersey: Prentice Hall.

9. Northen, Helen, (1976) Theory of Social Work with Groups, New York : Columbia University Press.

10. Reid E. Kenneth (1996) Social Work Practice with Groups - A Clinical Perspective, , USA : Brook/Cole Publishing Company.

11 Trecker, Herleigh (1970) Social Group Work-Principles and Practices, New York :Associate Press.

PA02CMSW23 Community Organization

Sr. No	Unit	Content	Weightage
1	1	**Understanding Community:** • Concept, Definition characteristics. • Types and Functions of Community • Community in Sociological, cultural and social work Context • Community Power structure	20%
2	2	**Community Organization:** • Concept and aims of community organization • Historical development of community organization • Principles of community organization	20%
3	3	**Community Organization as a Field of Practice:** • Concept of Community Work, Community Organization and Community Development • Process in community organization • Steps, applications and Models of community organization • Strategies and techniques in Community Organization • Role of community Organizer	20%
4	4	**Dynamics of Community:** • Community power structure • Empowerment and capacity building through communities • People's participation. • Empowerment and capacity building through community work	20%
5	5	**Community Work-Paradigm Shift:** • community work as inclusive and emancipatory practice • Community work with people on the margins - Dalits, minorities and Indigenous People/tribals • Designing community interventions (Problem analysis, Stakeholder analysis, Strategic planning)	20%

Reference Book:

Rothman, J. 1970 Three Models of Community Organization Practice. Strategies of Community Organization. New York: Columbia University Press.

Buughardt, Steve: Organizing for Community Action (Sage Publications-New Delhi -1980)

Siddiqui HY: Social Wok and Social Action (Harman publications)

Strategies of Community Organization (Peacock Publications-Illinois 1974)

Harper land Dunham: Community Organization in Action (Association Press. New York-1963)

Mehta R Shiv: Rural Development in India (Sage Publications New Delhi- 1985)

Maheshwari Shivram: Rural Development in India (Sage Publications-New Delhi1985)

PA02CMSW24
SOCIAL WORK RESEARCH & STATISTICAL APPLICATION

Learning Objectives :-
1. Develop an understanding about the scientific approach to human inquiry
2. Develop an appreciation of the value and approach in social work research in addressing problems in the field of professional practice
3. Develop attitudes and skills appropriate for social work research
4. Develop skills for use of library and documentation in research work
5. Acquire the skills for data analyses and research writing

UNIT	SUB-UNIT	TOPIC	WEIGHTAGE
1		**Social Work Research – Concept, Process & Ethical Issues,**	**20 %**
	1.1	Social work research – Meaning, Scope, Goals of social work research, Purpose - Exploration, Description, Explanation	
	1.2	Brief overview of social work research process – Problem formulation, Designing the study, Data collection, Data processing, Data analysis, Interpreting the findings, Writing the research report	
	1.3	Ethical issues in social work research – Voluntary participation & informed consent, Anonymity & Confidentiality Deceiving subjects, Analysis & Reporting	
2		**Sampling & Measurement in Social Work Research**	**20%**
	2.1	• Definition, concept and purpose of Sampling; • Concepts related to sampling –population, universe, sampling frame and sampling unit;	
	2.2	• Meaning of probability and non-probability sampling; • Types of probability and non- probability sampling; • Techniques and procedures in sample selection	
	2.3	• Measurement in Social Work Research: • Levels of measurements - –nominal, ordinal, interval and ratio;	
	2.4	• Scaling- Likert, Thurstone • Problems and tests of Reliability and Validity	
3		**Data Processing & Classification and Statistical Applications, Analyses Plan and Use of Statistics**	**20%**
	3.1	Editing; Coding; master sheet preparation; tabulation plan	
	3.2	Uni-variate, Bi-variate, Tri-variate and Multivariate analyses of data	
	3.3	Measures of central tendency (mean, median, mode) and dispersion	
	3.4	Inferential Analyses: measures of association, tests of significance (chi square, t-test,)	
	3.5	Introduction to Statistical Package for Social Sciences	

(SPSS); basic steps, defining data, data entry, data transformation, data analysis, graphical (diagrammatic) presentation, statistical application using SPSS.

4	**Research Proposal, Reporting Research and Case Studies**	**20%**
	4.1 • Structure of reports for differing readership,	

4   **Research Proposal, Reporting Research and Case Studies**   **20%**

       4.1
- Structure of reports for differing readership,
- Planning outline of report,
- Editing for accuracy and neatness,
- Standard formats for referencing, footnotes and bibliographies,
- Preparing research abstract.
- Dissemination of research findings

       4.2   Research Reports

5   Discussion on Case studies on National and International Organisation   **20%**

Suggested Reading

Rubin Allen & Babbie Earl, Research Methods for Social Work, Wadsorth, USA, 2000

Kothari C. R., Research Methodology – Methods & Techniques, Wishwa Prakasha, New Delhi

Wilkinson & Bhandarkar, Methodology and Techniques of Social Research, Himalaya Publishing House, Bombay

Lane David, Introduction to Statistics, University of Houston, Houston

Singh Y. K., Fundamental of Research Methodology & Statistics, New Age International Publishers, New Delhi

Gupta, S.P. *Statistical Methods*, S. Chand & Co. New Delhi

Dasgupta, Sugata. "Soci al Work Research " in *Encyclopaedia of Social Work,* India New Delhi :Govt . of India, 1977.

Polansky, N.A. (ed.) *Social Work Research*, The University of Chicago Press, Chicago:

PA02CMSW25   **Social Policy and Social Legislation**   **Credits : 3**

Learner Objectives

1. Understand the term social policy and its related legislation
2. Identification of Social Action process and its actors
3. Role of Social Worker in Legal Aid and Assistance

Unit : I	**Social policy**	**20%**
	i. Meaning, Scope, Objectives and Types –	
	ii. Social Welfare policy – Indian Constitution: Fundamental rights and Directive principles of State Policy –	
	iii. Social Policy and Planned social change	
Unit : II	**Social Policy in India: Processes and Actors**	**20%**
	i. Sources of Policy: Indian Constitution-Fundamental Rights and Directive Principles of State Policy,	
	ii. Overview of the basic structure of the Indian Political System- Legislature, Judiciary and executive	
	iii. Policy Formulation Process, Role of Various actors in policy formulation:-International Organizations (UN, W.T.O, World Bank), Pressure Groups, Lobbies, Advocacy Networks, Academic and Research Organization, Industry and Market Forces; Role of Social Workers	
	iv. Judicial Activism	
Unit : III	**Social Legislation**	**20%**
	i. Meaning and Scope,	
	ii. Major Social Legislations, Indian Penal Code, Family Courts, Lok Adalats, The Legal Aid, Public Interest Litigation and Right To Information Act (2005).	
Unit IV	**Legal Provisions for Special Groups**	**20%**
	i. Rights of the disadvantaged and the Constitution	
	ii. Legal provisions for women	
	iii. Legal provisions for persons with Disability	
	iv. Legal Provisions for Children	
Unit V	**Case studies on :**	**20%**
	i. Legal Aid and Government Initiatives	
	ii. Social Advocacy and Public Interest Litigation	
	iii. Law and Social Activism: Consumer Protection and Right to Information	
	iv. Rights of the Disadvantaged: Impediments and	

Role of Professional Social Workers in
Legal Aid and Legal Assistance

Recommended Readings:

1. Alcock, P., A. Erskine and M. May (eds.). (1998). The Student's Companion to Social Policy.Oxford: Blackwell/ Social Policy Association
2. Hill, M. (2003). Understanding Social Policy. Oxford. Blackwell Publishing
3. Hughes, G. and G. Lewis (eds.). (1998). Unsettling Welfare: The Reconstruction of Social Policy.London:Routledge
4. Hungama For Change. (2012). The Hungama Survey Report– 2011. Hyderabad: NaandiFoundation(web source: http://hungamaforchange.org/HungamaBKDec11LR.pdf)
5. Mahajan, G. (ed.). (1998). Democracy, Difference and Social Justice. New Delhi: Cambridge University Press
6. Meena Acharya and Puspa Ghimre., (2005). Gender Indicators of Equality, Inclusion and Poverty
7. Reduction: Measuring Programme/Project Effectiveness. Economic and Political Weekly. Vol 40 No. 44 and 45 October 29 – November 04
8. Mishra, R. (1999). Globalization and the Welfare State. Chentham Press. Northampton:
9. Edward Elgar Watson, S. And L. Doyal. (1999). Engendering Social Policy. Milton Keynes Open University Press.
10. Denny, David. (1998). Social Policy and Social Work. Oxford: Claredon Press
11. Gail, L., G. Sharon and J. Clarke (ed). (2000). Rethinking Social Policy. London: Open University
12. Press in association with Sage Publications.
13. Jayati Ghosh., (2002). Globalisation, Export Oriented Employment for Women and Social Policy: A
14. Case Study of India. Social Scientist. Vol. 30, No. 11/12.
15. Kennet, P. (1999). Comparative Social Policy. London: Open University Press.
16. Khadria B (ed.). (2009). India Migration Report 2009. New Delhi: International Migration and Diaspora Studies Project.

PA02CMSW26 **Field Work Practicum** Credits : 8

PA02SMSW21 **Skill Laboratory** Credits : 2