



Goa University

Sub P.O. Goa University, Taleigao Plateau, Goa 403 206, India

Syllabus of Bachelor of Social Work (B. S. W.) Programme Implemented from the Academic Year 2007-2008

Purpose

This programme introduces students to the discipline and profession of social work in general and the profession of social work in India and Goa in particular.

Prerequisites

Those who have completed their Higher Secondary education are eligible to join the BSW programme.

Courses and the distribution of courses in Semesters

The syllabus is distributed in three academic years and each year has two semesters. In First Year BSW the students have to study seven courses for 750 marks in the first two semesters. They have to compulsorily answer the papers on environmental education for fifty marks each and passing in them is mandatory but marks obtained in these papers will not be counted for awarding grades. In the SYBSW and TYBSW students will study six courses each for seven hundred marks.

Practicum and Project Work

In all semesters there is social work practicum for 15 hours per week. In semesters five and six a student has to compulsorily work towards writing project report.

B. S. W. Programme: List of Courses

Semester I	Title of the Paper	Periods of instruction per week	Marks	Page No.
BSW 1.1	Functional English - I	5	100	5
BSW 1.2	Environmental Education - I	2	50	7
BSW 1.3	Foundation Course: Gandhian Studies	5	100	9
BSW 1.4	Computer Awareness	5	100	10
BSW 1.5	Social Work Profession	5	100	12
BSW 1.6	Work with Groups	5	100	13
BSW 1.7	Social Work Practicum	15 hours (Four days per week)	200	58

Semester II	Title of the Paper	Periods of instruction per week	Marks	Page No.
BSW 2.1	Functional English - II	5	100	15
BSW 2.2	Environmental Education - II	2	50	17
BSW 2.3	Foundation Course: Social Welfare and Social Legislation	5	100	19
BSW 2.4	Contemporary Social concerns in India	5	100	20
BSW 2.5	Social Work Profession	5	100	21
BSW 2.6	Work with individuals and families	5	100	22
BSW 2.7	Social Work Practicum	15 hours (Four days per week)	200	58

Semester III	Title of the Paper	Periods of instruction per week	Marks	Page No.
BSW 3.1	Contemporary Ideologies of Social Work - I	5	100	23
BSW 3.2	Integrated Social Work Practice - I	5	100	24
BSW 3.3	Work with Communities/Community /Development - I	5	100	25
BSW 3.4	Political Economy and Planning in India - I	5	100	27
BSW 3.5	Human Growth and Development - I	5	100	28
BSW 3.6	Social Work Practicum	15 hours (Four days per week)	200	58

Semester IV	Title of the Paper	Periods of instruction per week	Marks	Page No.
BSW 4.1	Contemporary Ideologies of Social Work - II	5	100	30
BSW 4.2	Integrated Social Work Practice - II	5	100	31
BSW 4.3	Work with communities/Community /Development - II	5	100	32
BSW 4.4	Political Economy and Planning in India - II	5	100	34
BSW 4.5	Human Growth and Development - II	5	100	36
BSW 4.6	Social Work Practicum	15 hours (Four days per week)	200	58

Semester V	Title of the Paper	Periods of instruction per week	Marks	Page No.
BSW 5.1	Personal and Professional Growth - I	5	100	38
BSW 5.2	Social Work Research	5	100	40
BSW 5.3	Sociology for Social Work in India	5	100	43
BSW 5.4	Counselling	5	100	46
BSW 5.5	Management of Developmental and Welfare Services - I	5	100	48
BSW 5.6	Social Work Practicum	15 hours (Four days per week)	200	58

Semester VI	Title of the Paper	Periods of instruction per week	Marks	Page No.
BSW 6.1	Personal and Professional Growth - II	5	100	50
BSW 6.2	Social Work Research: Project Work	5	100	52
BSW 6.3	Social Work With Abused Children	5	100	53
BSW 6.4	Communication	5	100	54
BSW 6.5	Management of Developmental and Welfare Services - II	5	100	56
BSW 6.6	Social Work Practicum	15 hours (Four days per week)	200	58

BSW Semester one

BSW 1.1: Functional English - I

This course will be offered to first year BSW students and has the following objectives:-

- To prepare students for competitive examinations, which they can take after graduation
- To increase their overall proficiency in English
- To train students to read and to respond to questions with speed
- To train students to undertake Project Work

Course Content:

a) Reading Comprehension

Skimming a passage to extract general ideas and information. Understanding the meaning of words, phrases and sentences in context. Understanding logical relationships (through recognition of grammatical devices). Recognizing inconsistencies/ contradictions/ fallacies in the passage.

b) Grammar and Vocabulary

Reinforcing language structure according to learner needs. Correcting given sentences using active knowledge of grammatical structures. Completing incomplete sentences/ blanks in sentences through correct choice of grammatical structure/ vocabulary. Inferring word meaning from available clues. Applying word- formation rules. Using words as different parts of speech. Applying spelling rules. Using synonyms; antonyms; one-word substitutes. Conversion of sentences.

c) Written Communication

Elaborating a given idea by:

Listing of points organizing points around major ideas etc.

Building paragraphs

Writing different types of essays with special attention to

Preparing outlines

Structuring and organising ideas

Coherent presentation

Writing around a theme

d) Study Skills

Collecting classifying and storing information

Note- making and note- taking techniques and types Introduction to research methodology

Nature of examination

There will be one two-hour examination at the end of each semester. However regular internal assessment through objective type testing should be done throughout the year. The essence of the test is speed.

Unseen passages alone should be used for comprehension and précis writing tests.

The Syllabus

(Objective)-20mks

40 blanks or alternatives- papers to be collected within 20 minutes –based on: synonyms; anonyms; articles; pronouns; propositions; putting verbs into correct tense; spelling; direct and indirect; stress making.

II Test (20 marks)- English Through Reading Bk. II –Bhasker & Prabhu.

(a) Extracts 1 to 5 (include)- two questions out of three to be answered in 6 to 10 lines each. 10 marks.

(b) Grammar exercise based on text (10 marks)

III Comprehension –20 marks

2 passages (1 subjective; 1 objective).

IV (a) Précis (10)

(c) Paragraph of 80 to 100 words- 3 topics may be given- to select one

V Composition - 20marks.

Essay (300 words 1 out of 3) (5 marks for rough draft 15 marks for essay itself).

Dialogue (150 words) and Report –factual & scientific (150 words).

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BSW 1-2: Environmental Education – I

1. The Multidisciplinary Nature of Environmental Studies
 - 1.1 Definition scope and importance of environmental studies
 - 1.2 Need for public awareness
2. Natural Resources
 - 2.1 Forest resources – use and over-exploitation, Timber extraction, mining, dams and their effects on forest and tribal people.
 - 2.2 Use and over-utilization of surface and ground water, floods, drought, conflicts over water, benefits and problems of dams
 - 2.3 Mineral resources – use and exploitation, environmental effects of extracting and using mineral resources, case studies
 - 2.4 Food resources – world food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies
 - 2.5 Energy resources – growing energy needs, renewable and non renewable energy sources, use of alternate energy sources, case studies
 - 2.6 Land resources – land as a resource, land degradation, man induced landslides, soil erosion and desertification
 - 2.7 Role of an individual in conservation of natural resources.
 - 2.8 Equitable use of resources for sustainable lifestyles
3. Ecosystems
 - 3.1 Concept of an ecosystem
 - 3.2 Structure and function of an ecosystem
 - 3.3 Producers, consumers and decomposers
 - 3.4 Energy flow in the ecosystem
 - 3.5 Ecological succession
 - 3.6 Food chains, food webs and ecological pyramids

Suggested Reading:

- Agarwal, K.C.2001. *Environmental Biology*. Bikaner: Nidi Publ. Ltd.
- Barucha Erach. *The Biodiversity of India*. Ahmedabad: Mapin Publishing Pvt. Ltd.
- Bruner, R. C. 1989. *Hazardous Waste Incineration*. New Delhi: McGraw Hill.
- Clark, R. S. *Marine Pollution*. Oxford: Clanderson Press.
- Cunningham, W.P. Cooper, T.H. Gorhani, E. and Hepworth, M.T. 2001. *Environmental Encyclopedia*. Mumbai: Jico Publishers.
- Gleick, H.P. 1993. *Water in Crisis*. Oxford: Oxford University Press.
- Hawkins, R.E. *Encyclopaedia of Indian Natural History*. Mumbai: Bombay Natural History Society, Bombay (R.)
- Heywood, V.,H. &Watson, R.T. 1995. *Global Biodiversity Assessment*. Cambridge University Press 1140 p.

- Jadhav, H. & Bhosale, V.M. 1995. *Environmental Protection and Laws*. Delhi: Himalaya Pub. House.
- Mckinney, M.L. & Schoch, R.M.1996. *Environmental Science System & Solutions*. Web enhanced edition, 639 p.
- Mhaskar,A. K. *Matter Hazardous*. Techno –Science Publications.
- Miller, T.G. Jr. *Environmental Science*. Wadsworth Publishing CO. (TB).
- Odum, E.P. 1971. *Fundamentals of Ecology*. W.B. Saunders CO. U.S.A. 574p.
- Rao M.N. & Datta, A.K. 1987. *Waste Water Treatment*. Oxford & IBH Publ. Co. Pvt Ltd. 345p.
- Sharma, B.K. 2001. *Environmental Chemistry*. Meerut: Goel Publ. House.
- Townsend, C., Harper J and Michael Begon. *Essentials of Ecology*. Blackwell.
- Trivedi R.K. *Handbook of Environmental Laws. Rules, Guidelines, Compliances and Standards*. Vol. I and Vol. II, Enviro Media .
- Trivedi R.K. and P.K. Goel. *Introduction to Air Pollution*. Techno-Science Publications.
- Wagner, K.D. 1998. *Environmental Management*. Philadelphia, U.S.A.: W.B. Saunders Co. 499 p.

[BACK](#)

BSW 1.3: Foundation Course - Gandhian Studies

1 Gandhi as a Humanist

- 1.1 His concept of Truth
- 1.2 Concept of Non- violence
- 1.3 Concept of Ethical religion

2. Satyagraha -It's philosophy and practice

3. Gandhi's view on

- 3.1 Caste
- 3.2 Untouchability
- 3.3 Varna- Dharma
- 3.4 Hindu- Muslim unity

4. Gandhi's Constructive Programme

- 4.1 Basic education
- 4.2 Village Sanitation
- 4.3 National Language

5 Gandhi's Views on State and Role of Government

6.Gandhi's critique of Parliamentary Democracy

7.Gandhi on Panchayati Raj

8.Gandhi's Economic Ideas

- 8.1 Industrialisation
- 8.2 Trusteeship

Basic Readings

- Bose, N. K. 1966. *Gandhi- The Man and his Mission*. Bombay: Bharatiya Vidya Bhawan, Datta, and Amlan. 1986. *The Gandhian Way*. Shillong: N.E. Hill University Publications Dhavwan, G. *Political Philosophy of Mahatma Gandhi*. Ahmedabad.
- Diwarkar, R.K.1963. *Gandhi's Basic Ideas and Some Modern Problems*. Bharatiya Vidya Bhawan.
- Iyer, Raghavan. 1973. *Moral and Political Thought of Gandhi*. New York: Oxford University Press.
- Kriplani, J. G. *Gandhian Thought*.
- Verinder, Grover. *Political Thinkers of Modern India*. Volume

[BACK](#)

BSW 1.4: Computer Awareness

1. Computer Basics:

1.a. Theory	1.b. Practical
1.a.1. Computer Types 1.a.2. Generations of computers. 1.a.3. Input – Process – Output concept of the computer 1.a.4. Basic computer Parts and Functions 1.a.5. Computer input and output devices 1.a.6. Storage devices 1.a.7. Computer peripheral devices.	1.b.1. Mouse Skills – clicking, double clicking, dragging and right click. 1.b.2 Keyboard skills – entry of all characters (alpha & numeric) and use of all keys. 1.b.3 Computer House keeping skills – Making folders, saving files knowing the paths of files.

2. Word Processing:

2.a. Theory	2.b. Practical
2.a.1. Meaning of word processing 2.a.2. Functions/uses/applications 2.a.3. Merits and demerits 2.a.4. Meaning of mail-merge and its uses. 2.a.5. The applications of tables. 2.a.6. Various uses of formatting in word processing	2.b.1. Text entry and word, line, & paragraph manipulation. 2.b.2. Text formatting – font style, colour, size, text alignment, super and sub scripting. 2.b.3. Handling margins and indents. 2.b.1. Handling paragraphs and line-spacing. 2.b.4. Inserting text boxes, word art, shapes, clipart, photos, borders, animations, symbols and other objects, editing and formatting the same. 2.b.5. Copy cut and paste. 2.b.6. Save, save-as and save with password. 2.b.7. Use of various tool bars of the word processor. 2.b.8. Mail merge with special reference to the data base file created and its editing. 2.b.9. Tables, page set up, print formats, headers and footers.

3. Spread Sheets

3.a. Theory	3.b. Practical
3.a.1. Meaning of spread sheets 3.a.2. Functions/uses/applications 3.a.3. Merits and demerits 3.a.4. The use of functions and formulae. 3.a.5. Applications of sorting and conditional formatting.	3.b.1 Data entry in a spreadsheet. 3.b.2 Using formulae and functions 3.b.3 Editing text and formulae. 3.b.4 Sorting and conditional formatting. 3.b.5 Inserting charts (graphs) and their analysis. 3.b.6 Use of cell borders for proper print formats. 3.b.7 Use of statistical functions.

4. Presentation Programmes:

4.a. Theory	4.b. Practical
4.a.1 Meaning of Presentation programmes with examples. 4.a.2 Functions/uses/applications 4.a.3 Merits and demerits. 4.a.4 Rationale behind animation and slide transition. 4.a.5 Criteria for a good presentation. 4.a.6 Critical analysis of presentations	4.b.1 Preparation of presentation slides by inserting text and graphics. 4.b.1 Animating text and graphics. 4.b.1 Inserting sound and video. 4.b.1 Control of slide animations and transitions.

5. Internet and E-mail:

5.a. Theory	5.b. Practical
5.a.1. Meaning of internet and email 5.a.1. Functions/uses/applications 5.a.1. Merits and demerits	5.b.1. Surfing the web. 5.b.2. Copying and pasting selections of text/graphics from the web. 5.b.3. Saving web pages. 5.b.4. Using on-line forms. 5.b.5. Use of chat, videoconferencing, subscriber groups, internet telephony. 5.b.6. Getting an email ID. 5.b.7. Designing simple web pages 5.b.8. Sending and receiving E- mail

6. E-Learning

- 6.1. Meaning, Scope and forms.
- 6.2. Components of Instructional Design.
- 6.3. Learner Analysis.
- 6.4. Learning Objectives.
- 6.5. Instructional Strategies.
- 6.6. Materials development.
- 6.7. Evaluating Instruction

Basic Readings:

- Curtin, D/ et. al. *Information Technology- the Breaking Wave*. Tata McGraw Hill.
- Rajaram, V. *Fundamentals of Computers*, 3 rd edition Prentice Hall. India
- Rajaram, D. and Rajaram V. *Computer Primer*. Prentice Hall India Pvt. Ltd.
- Sangeeta Panchal, Alka Sabharwal. *Computer Science I.T. for C.B.S.E. IX* New Delhi: Oxford India.
- Sangeeta Panchal, Alka Sabharwal.. *Computer Science I.T. for C.B.S.E. X*. New Delhi: Oxford India
- Saunders, D. H. *Computers Today*. Mac Graw Hill 88
- Trainer T, et. al. *Computers 4th edition*. MacGraw Hill

[BACK](#)

BSW 1.5: SOCIAL WORK PROFESSION: HISTORY AND IDEOLOGIES

1. History of Social Work Profession in India
 - 1.1 Introduction
 - 1.2 Beginning of social work education
 - 1.3 Welfare versus developmental orientation in social work
 - 1.4 Professionalisation of social work values, education, knowledge, and professional associations
 - 1.5 Goals, values, functions/roles and process of social work
 - 1.6 Interface between professional and voluntary social work

2. Philosophical Bases of Social Change
 - 2.1 Ancient period: Vedic, Vedantic and non-Vedic Ideologies
 - 2.2 Medieval period: Zoroastrianism and Islam in India
 - 2.3 Mysticism of Bhakti and Sufi movements, Sikhism
 - 2.4 Modern period: Christianity in India, Hindu reform movements, Dalit movements, Gandhian ideology and *Sarvodaya* movement, Nationalism, Ideology of the Indian Constitution, Ideology of voluntary organizations and voluntary action.

Basic Readings:

- Agarwal, M. M. 1998. *Ethics and Spirituality*. Shimla: Indian Institute of Advanced Study.
- Chatterjee, P. 1996. *Approaches to the Welfare State*. Washington, D.C.: National Association of Social Workers.
- Desai, M. 2000. *Curriculum Development on History of Ideologies for Social Change and Social Work*. Mumbai: Social Work Education and Practice Cell.
- Diwakar, V.D. (Ed.). 1991. *Social Reform Movements in India: A Historical Perspective*. Bombay: Popular Prakashan.
- Feibleman, J. K. 1986. *Understanding Philosophy: A Popular History of Ideas*. New York: Souvenir Press.
- Ganguli, B. N. 1973. *Gandhi's Social Philosophy*. Delhi: Vikas Publishing House.
- Gore, M.S. 1993. *The Social Context of Ideology: Ambedkar's Social and Political Thought*. New Delhi: Sage.
- Kappen, S. 1994. *Tradition Modernity Counterculture: An Asian Perspective*. Bangalore: Visthar.
- Singhal, D. P. 1983. *A History of the Indian People*. London: Methuen.
- University Grants Commission .1980, 1990. *Review of Social Work Education in India: Retrospect and Prospect*. New Delhi: UGC. Curriculum Development.
- Woodrofe, K. 1962. *From Charity to Social Work*. London: Routledge and Kegan Paul.
- Borgatta, E.F. (ed.) 1992. *Encyclopedia of Sociology*. New York: Macmillan.
- Encyclopaedia of Social Work. 1987. *Encyclopaedia of Social Work*. Silver Spring, Maryland: National Association of Social Workers.
- Encyclopaedia of Social Work. 1987. *Encyclopaedia of Social Work in India*. New Delhi: Ministry of Welfare.
- Economic and Political Weekly, Humanscape, The Indian Journal of Social Work, Lokayan Bulletin and Vikalp.

[BACK](#)

BSW 1-6: Works with Groups

1. Working with groups
 - 1.1 Group work has a method
 - 1.2 Purpose and evolution of the method
2. Types of Groups
 - 2.1 Types, purpose, membership duration, process.
3. Group Process and Dynamics
 - 2.1 Process in groups and recreational, non-formal education, skill development
 - 2.2 Leadership, isolation, decision-making, communication, relationship, conflict personal experiences.
- 3 Use of Programme as a tool
 - 3.1 Programme goals and principles
 - 3.2 Programme planning, implementation.
- 4 Skills and Techniques in Group work
 - 4.1 Facilitation, leadership, leadership development
 - 4.2 Simple recording
- 5 Evaluation in Groups
 - 5.1 Evaluation in groups, types and method

Basic Readings:

- Alissi, A.S. 1980. *Perspectives on Social Group Work Practice: A Book of Readings*. New York: The Free Press.
- Balgopal, P.R. and Vassil, T.V. 1983. *Groups in Social Work – An Ecological Perspective*. New York: Macmillan Publishing Co. Inc.
- Brandler, S. and Roman, C. P. 1999. *Group Work, Skills and Strategies for Effective Interventions*. New York: The Haworth Press.
- Garland, J.A. (Ed.) 1992. *Group Work Reaching Out: Places and Power*, New York: The Haworth Press.
- Garwin, C. 1987. *Contemporary Group work*. New York: Prentice-Hall Inc.
- Kemp, C.G. 1970. *Perspective on the Group Process*. Boston: Houghton Mifflin C.
- Klein, A.F. 1970. *Social Work Through Group Process: School of Social Welfare-* Albany: State University of New York.
- Konopka, G. 1970. *Social Group Work: A Helping Process*. Englewood Cliff. NJ Prentice Hall, Inc.
- Kurland, R. and Salmon, R. 1998. *Teaching a Methods Course in Social Work with Groups*. Alexandria: Council on Social Work Education.

- Middleman, R.R. 1968. *The Non-Verbal Method in Working with Groups*.
- Northen, H. 1969. *Social Work with Groups*. New York: Columbia University Press.
- Pepell, C.P. and Rothman, B. *Social Work with Groups*, New York: The Haworth Press.
- Sundel, M., Glasser P., Sarri, R., Vinter, R. 1985. *Individual Change Through Small Groups*. New York: The Free Press.
- Toselane, R.W. 1984. *An Introduction to Group Work Practice*. New York: Macmillan Publication Co.
- Trecker, Harleigh B. 1990. *Social Group Work: Principles and Practice*. New York: Association Press.
- Wilson, G. Ryland, G. 1949. *Social Group Work Practice*. Boston: Houghton Mifflin, Co.

[BACK](#)

BSW Semester two

BSW 2.1: Functional English - II

Objectives:

This course will be offered to first year BSW students and has the following objectives:
To prepare students for competitive examinations, which they can take after graduation
To increase their overall proficiency in English
To train students to read and to respond to questions with speed
To train students to undertake Project Work

Course Content:

a) Reading Comprehension

Skimming a passage to extract general ideas and information. Understanding the meaning of words, phrases and sentences in context. Understanding logical relationships (through recognition of grammatical devices). Recognizing inconsistencies/ contradictions/ fallacies in the passage.

b) Grammar and Vocabulary

Reinforcing language structure according to learner needs. Correcting given sentences using active knowledge of grammatical structures. Completing incomplete sentences/ blanks in sentences through correct choice of grammatical structure/ vocabulary. Inferring word meaning from available clues. Applying word- formation rules. Using words as different parts of speech. Applying spelling rules. Using synonyms; antonyms; one-word substitutes. Conversion of sentences.

c) Written Communication

Elaborating a given idea by:
Listing of points organizing points around major ideas etc.
Building paragraphs

Writing different types of essays with special attention to
Preparing outlines
Structuring and organising ideas
Coherent presentation
Writing around a theme

d) Study Skills

Collecting classifying and storing information
Note- making and note- taking techniques and types Introduction to research methodology

Nature of examination

There will be one three-hour examination at the end of each semester. However regular internal assessment through objective type testing should be done throughout the year. The essence of the test is speed.

Unseen passages alone should be used for comprehension and précis writing tests. In the second semester, the examination paper will carry 80 marks. 20 marks are allotted for a home assignment to be assessed by the concerned teacher.

The Syllabus

I Grammar (objective)- 20 marks.

40 blanks or alternatives – on q. paper- to be collected within 20 minutes – based on synonyms; antonyms; sentence completion; spotting the error; reconstructing passages; conjunctions; active/ passive.

Text (20 marks) –English Through Reading Bk. II

(a) Extracts 6 to 10-2 questions out of 3 to be answered in 6 to 10 lines each.

(b) Grammar exercises based on text –10 marks.

II Comprehension – 20 marks.

Two passages – subjective; 1 objective.

III (a) Précis – 10 marks.

(b) Paragraph of 80 to 100 words- 3 idiomatic expressions may be given- to select one

IV Composition –20 marks

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BSW 2.2 Environmental Education - II

1. Biodiversity and its Conservation
 - 1.1 Meaning of biodiversity
 - 1.2 Biogeographical classification of India
 - 1.3 Value of biodiversity – consumptive, productive, social ethical, aesthetic and option values
 - 1.4 Biodiversity at global, national and local levels
 - 1.5 India as a mega-diversity nation
 - 1.6 Threats to biodiversity – habitat loss, poaching of wildlife, man-wildlife conflicts
 - 1.7 Endangered and endemic species of India
 - 1.8 Conservation of biodiversity

2. Environmental Pollution
 - 2.1 Definition
 - 2.2 Causes, effects and control measures of such environmental pollution as air pollution, water pollution, soil pollution, marine pollution, noise pollution and nuclear hazards
 - 2.3 Role of individual in prevention of pollution
 - 2.4 Pollution case studies
 - 2.5 Disaster management: floods, earthquake, cyclone and landslides

3. Social Issues and the Environment
 - 3.1 From unsustainable to sustainable development
 - 3.2 Urban problems related to energy
 - 3.3 Water conservation, rain water harvesting, watershed management
 - 3.4 Resettlement and rehabilitation of people
 - 3.5 Environmental ethics: issues and possible solutions
 - 3.6 Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents, and holocaust. Case studies
 - 3.7 Waste land reclamation
 - 3.8 Consumerism and waste products
 - 3.9 Acts relating to various pollution prevention
 - 3.10 Wildlife protection Act
 - 3.11 Forest conservation Act
 - 3.12 Issues involved in enforcement of environmental legislation
 - 3.13 Public awareness

Suggested Reading:

- Agarwal, K.C. 2001. *Environmental Biology*. Bikaner: Nidi Publ. Ltd.
- Barucha Erach. *The Biodiversity of India*. Ahmedabad: Mapin Publishing Pvt. Ltd.
- Bruner, R. C. 1989. *Hazardous Waste Incineration*. New Delhi: McGraw Hill.
- Clark, R. S. *Marine Pollution*. Oxford: Clarendon Press.

- Cunningham, W.P. Cooper, T.H. Gorhani, E. and Hepworth, M.T. 2001. *Environmental Encyclopedia*. Mumbai: Jico Publishers.
- Gleick, H.P. 1993. *Water in Crisis*. Oxford: Oxford University Press.
- Hawkins, R.E. *Encyclopaedia of Indian Natural History*. Mumbai: Bombay Natural History Society, Bombay (R.).
- Heywood, V.,H. & Watson, R.T. 1995. *Global Biodiversity Assessment*. Cambridge University Press 1140 p.
- Jadhav, H. & Bhosale, V.M. 1995. *Environmental Protection and Laws*. Delhi: Himalaya Pub. House.
- Mckinney, M.L. & Schoch, R.M. 1996. *Environmental Science System & Solutions*. Web enhanced edition, 639 p.
- Mhaskar, A. K. *Matter Hazardous*. Techno –Science Publications.
- Miller, T.G. Jr. *Environmental Science*. Wadsworth Publishing CO. (TB).
- Odum, E.P. 1971. *Fundamentals of Ecology*. W.B. Saunders CO. U.S.A. 574p.
- Rao M.N. & Datta, A.K. 1987. *Waste Water Treatment*. Oxford & IBH Publ. Co. Pvt Ltd. 345p.
- Sharma, B.K. 2001. *Environmental Chemistry*. Meerut: Goel Publ. House.
- Trivedi R.K. *Handbook of Environmental Laws. Rules, Guidelines, Compliances and Standards*. Vol. I and Vol. II, Enviro Media .
- Trivedi R.K. and P.K. Goel. *Introduction to Air Pollution*. Techno-Science Publications.
- Wagner, K.D. 1998. *Environmental Management*. Philadelphia, U.S.A.: W.B. Saunders Co. 499 p.

[BACK](#)

BSW 2.3 Foundation Course: Social Welfare and Social Legislation

1. Social Welfare and Social Legislation in India
 - 1.1 Meaning of social welfare
 - 1.2 Social Legislation as an instrument of social welfare
 - 1.3 Provision of compulsory primary education, full employment, health care needs
 - 1.4 Welfare of women and children
 - 1.5 Welfare of disadvantaged groups
2. Social Legislations
 - 2.1 Constitutional provisions in favour of dalits, tribes, OBCs, women and children
 - 2.2 Law relating to compulsory primary education, employment, labour legislations, health for all, social security, insurance schemes, human rights, trafficking in women and children
3. Legislations initiated by the State Legislature to meet regional and local social welfare needs.
4. Students prepare reports based on visit to Social Welfare Agencies

Basic readings:

Antony, M. J.: *Social Action Through Courts*. New Delhi: ISI, 1997.

Bhatia, K. L.: *Law and social Change Towards 21st Century*. New Delhi: Deep and Deep, 1994.

Katalia and Majumdar: *The Constitution of India*. New Delhi: Orient Publishing Company, 1981.

Kulkarni, P.D. *Social Policy and Social Development in India*. Madras. ASSWI, 1979.

Pathak, S.: *Social Welfare: An Evolutionary and Development Perspective*. Delhi:McMilan,1981.

[BACK](#)

BSW 2.4: Contemporary Social Concerns in India

1. Poverty and Unemployment
 - 1.1 Dimensions of poverty in India
 - 1.2 Unemployment: trends and efforts to contain it

2. The Population Explosion
 - 2.1 Problems of population growth in India
 - 2.2 Population control- religious and secular
 - 2.3 The effects of demographic changes in Goa.

3. Women and Discrimination
 - 3.1 Dowry
 - 3.2 Prostitution
 - 3.3 Domestic Violence
 - 3.4 Tourism and the image of Goan women

4. Communalism and Caste Conflict
 - 4.1 Communalism in Indian society
 - 4.2 Caste conflict in India
 - 4.3 Ramifications of communal tension in Goa

5. Problems Plaguing the Past Decade
 - 5.1 Terrorism
 - 5.2 Corruption
 - 5.3 Drug abuse and the threat of AIDS in Goa

Basic Readings:

- Ahuja, R. 1992. *Social Problems in India*. New Delhi: Rawat Publications.
- Madan, G.R. 1995. *Indian Social Problems*. Vol. I & Vol. II. New Delhi: Allied Publishers.
- Thomas, G. 1994. *AIDS in India: Myths and Reality*. New Delhi: Rawat Publishers.

[BACK](#)

BSW 2.5: SOCIAL WORK PROFESSION

1. Evolution of Social Work as a profession.
 - 1.1 Organized and scientific charity
 - 1.2 Beginning of social work education
 - 1.3 Clinical social work
 - 1.4 Ecological social work
 - 1.5 Attributes of a profession
 - 1.6 Professionalisation of Social work education, knowledge, and professional associations
 - 1.7 Goals, values, functions/roles and process of social work

2. Western History of Social Work Profession
 - 2.1 Medieval period: Judeo-Christian ideologies
 - 2.2 Secular humanism and Protestantism
 - 2.3 Modern period: Rationalism and Welfarism, Liberalism and democracy, Utilitarianism and Social Darwinism, Socialism and human rights
 - 2.4 Overview

Basic Readings:

- Agarwal, M. M. 1998. *Ethics and Spirituality*. Shimla: Indian Institute of Advanced Study.
- Chatterjee, P. 1996. *Approaches to the Welfare State*. Washington, D.C.: National Association of Social Workers.
- Desai, M. 2000. *Curriculum Development on History of Ideologies for Social Change and Social Work*. Mumbai: Social Work Education and Practice Cell.
- Diwakar, V.D. (Ed.). 1991. *Social Reform Movements in India: A Historical Perspective*. Bombay: Popular Prakashan.
- Feibleman, J. K. 1986. *Understanding Philosophy: A Popular History of Ideas*. New York: Souvenir Press.
- Ganguli, B. N. 1973. *Gandhi's Social Philosophy*. Delhi: Vikas Publishing House.
- Gore, M.S. 1993. *The Social Context of Ideology: Ambedkar's Social and Political Thought*. New Delhi: Sage.
- Kappen, S. 1994. *Tradition Modernity Counterculture: An Asian Perspective*. Bangalore: Visthar.
- Panikkar, K. N. 1995. *Culture, Ideology Hegemony: Intellectual and Social Consciousness in Colonial India*. New Delhi: Tulika.
- Singhal, D. P. 1983. *A History of the Indian People*. London: Methuen.
- University Grants Commission .1980, 1990. *Review of Social Work Education in India: Retrospect and Prospect*. New Delhi: UGC. Curriculum Development.
- Woodrofe, K. 1962. *From Charity to Social Work*. London: Routledge and Kegan Paul.
- Encyclopaedia of Social Work. 1987. *Encyclopaedia of Social Work*. Silver Spring, Maryland: National Association of Social Workers.
- Encyclopaedia of Social Work. 1987. *Encyclopaedia of Social Work in India*. New Delhi: Ministry of Welfare.
- Economic and Political Weekly, Humanscape, The Indian Journal of Social Work, Lokayan Bulletin and Vikalp.

[BACK](#)

BSW 2.6: Work with Individuals and Families

1. The method and its importance
 - 1.1 Introduction to social case method:
 - 1.2 Evolution of methods
 - 1.3 Importance of case work as a method
2. Nature of problems
 - 2.1 Types of problems faced by individuals and families: individual difference and needs
3. Values and Principles
 - 3.1 Values and principles of case work
4. Process for work
 - 4.1 Components of case work method: person, problem, process and place
5. Techniques
 - 5.1 Techniques: Communication, listening, professional relationship; use of self with awareness
 - 5.2 Application of method to various situations
 - 5.3 Recording and use of records as a tool
6. Role of Social Worker: enabler, facilitator, resource mobiliser and guide
7. Integration for Practice: Integrated approach to work practice

Basic Readings:

- Banerjee, G. R. 1967. *Concept of Being and Becoming in the Practice of Social Work*. Indian Journal of Social Work, Mumbai: Tata institute of Social Sciences.
- Banerjee, G.R. 1971. *Some Thoughts on Professional Self in Social Work*. Indian Journal of Social Work, Mumbai: Tata Institute of Social Sciences.
- Firedlander, W. A. 1978. *Concepts and Methods of Social Work*. Englewood Cliffs Prentice Hall.
- Fischer, Joel. 1978. *Effective Case Work Practice: An Eclectic Approach*. New York: McGraw Hill Book Co.
- Mathew G. 1987. *Case Work in Encyclopedia of Social Work in India*. Delhi: Ministry of Social Welfare.
- Nursten, J. 1974. *Process of Case Work*. Great Britain: Pitman Publications.
- Perlman, H. 1957. *Social Case Work: A Problem Solving Process*. Chicago: University of Chicago.
- Pippins, J. 1980. *Developing Case Work Skills*. Caliph: Sage Publications.
- Richmond, M.E. 1922. *What is Social Case Work? An Introductory Description*. New York: Russell Sage Foundation. (361.3-R47W-239).
- Timms, N. 1964. *Social Case Work: Principles and Practice*. London: Routledge and Kegan Paul.
- Timms, N. 1972. *Recording in Social Work*. London: Routledge and Kegan Paul. [**BACK**](#)

BSW Semester Three

BSW 3.1: Contemporary Ideologies of Social Work - I

1. Contemporary Ideologies for Social Change
 - 1.1 Introduction
 - 1.2 Neo – Liberalism and globalisation
 - 1.3 Postmodernism
 - 1.4 Feminism
 - 1.5 Resurgence of the civil society
 - 1.6 Multiculturalism
 - 1.7 Ideology of sustainable and people -centred development
 - 1.8 Ideology of action groups and social movements
 - 1.9 Ideology of non –government organizations

2. Contemporary ideologies of social work profession
 - 2.1 Marginalisation of vulnerable groups and limitations of professional social work
 - 2.2 Emerging ideologies of professional social work.
 - 2.3 Social work values.

Basic Readings

- Banks, S. 1995. *Ethics and values in Social Work: Practical Social Work Series*. London: Macmillan Press Ltd.
- Brandon. D. 1976. *Zen in the Art of Helping*. London: Routledge and Kegan Paul.
- Congress. E.P. 1998. *Social Work Values and Ethics*. Chaicago: Nelson – Hall Publishers.
- Desai. M. 2000. *Curriculum Development on History of Ideologies for Social Change and Social Work*. Mumbai: Social Work Education and Practice Cell.
- Kothari. S. and Sethi. H. (Eds). 1991. *Rethinking Human Rights*. New Delhi: Lokayan.
- Pereira. W. 1997. *Inhuman Rights: The Western System and Global Human Rights Abuse*. Mapusa, Goa: The Other India Press.
- Reamer. F.G. 1995. *Social Work Values and Ethics*. New York: Columbia University Press.
- Tata Institute of Social Sciences Social Work Educators Forum (TISSWEF). 1997. Declaration of Ethics for Professional Social Workers. *The Indian Journal of Social Work*. 58 (2) 335 – 341.
- United Nations 1992. *Human Rights: Teaching and Learning about Human Rights*. UN: New York.
- Borgatta. E.F. 1992. *Encyclopedia of Social Work*. Silver Spring, Maryland: National Association of Social Workers.
- Encyclopedia of Social Work. 1987. *Encyclopedia of Social Work*. Silver Spring. Maryland: National Association of Social Workers.
- Encyclopedia of Social Work. 1987. *Encyclopedia of Social Work in India*. New Delhi: Ministry of Welfare.
- Journals
Economic and Political Weekly, Humanscape. *The Indian Journal of Social Work*. Lokayan Bulletin and Vikalp.

[BACK](#)

BSW 3.2: Integrated Social Work Practice - I

1. Systems and Social Work
 - 1.1 Concept of social systems
 - 1.2 Characteristics of social systems
 - 1.3 Units of social work intervention and dynamics therein (individual, family, groups, communities and organizations)

2. Approach to Integration
 - 1.1 The systems approach environmental approach
 - 1.2 Understanding of life sustaining elements and their inter-relationships, to view it as a holistic framework for an approach to integration

3. Social Work Roles
 - 1.1 Roles, role theories-theoretical insights
 - 1.2 Role tasks, skills and techniques, outcome

Basic Readings:

- Barborka G.A. 1972. *The Divine Plan*. Adyar, Chennai. India: The Theosophical Publication House (Third ed). Pg, 43 –47, 83, 158 – 200.
- Bartlett, Harriett. 1970. *The Common Base of Social Work Practice*. National Association of Social Workers. 2 Park Avenue, New York: N.R.
- Connaway, Ronda S. and Gentry Maratha E. 1988. *Social Work Practice*. New Jersey: Prentice Hall.
- Goldstein, Howard. 1973. *Social Work Practice: A Unitary Approach*. Columbia: University of South Carolina Press.
- Johnson, Louise C. 1983. *A Generalist Approach* (Third ed). Boston: Allyn and Bacon.
- Lippit, R., Watson, J and. Westley, B. 1958. *The Dynamics of Planned Change*. New York: Harcourt, Brace and World.Parsons,
- Ruth, J. Jorgensen, J. D., Hernandez, Santos, H. 1994. *The Integration of Social Work Practice*. California: Brooks Cole.
- Pincus, Allen and Anne Minaham. 1973. *Social Work Practice: Model and Method*. Illinois: F.E. Peacock Publishers Inc.
- Specht, Harry and Anne Vickery. 1977. *Integrated Social Work Method*. Illinois: F.E. Peacock Publishers Inc.
- Specht, Harry and Anne Vickery. 1977. *Integrating Social Work Methods*. London: George Allen and Unwin.
- Swamy Chinmyananda. 2000. *Atma Bodha – A Commentary of Swami Chinmayan*. Mumbai Central Chinmaya Mission Trust – 400 072: pg: 22-38.
- Uberoi, N.K. (ed). 1995. *Professional Competency in Higher Education*. Centre for Professional Development in Higher Education, University of Delhi: Delhi. p.g. 110 –115, 130 – 137, 138 – 148.
- Younghusband, E. 1967 *Social Work and Social Values*. Vol. III. London: George Allen and Unwin.

[BACK](#)

BSW 3.3: Work with Communities/ Community/ Development - I

1. Contextualising Community Organisation Practice
 - 1.1 Location of community work within social work
 - 1.2 Historical development of CO Practice
 - 1.3 Community organisation & community development
2. Analysing Community
 - 2.1 Concept of community
 - 2.2 Sociological and practitioner perspective
 - 2.3 Structure and functions
 - 2.4 Deconstruction 'community'
 - 2.5 Analysing communities
3. Understanding Community Organisation Practice
 - 3.1 Definition of community organisation
 - 3.2 Values and principles of community organisation
 - 3.3 Ethics of community organisation practice
4. Models of Community Organisation
 - 4.1 Overview of Rothman
 - 4.2 Critique of Rothman models

Basic Readings

- Arora R. K (Ed). 1979. *People's Participation in Development Process: Essays in honour of B. Mehta*. Jaipur: the HCM State Institute of Public Administration.
- Batten, T.R. 1962. *The Non – Directive Approach in Group and Community Work*. London: Oxford University Press.
- Brager, G. and Specht. H. 1969 *Community Organisation*. New York: Columbia University Press.
- Dandavate, M. 1977. *Marx and Gandhi*. Bombay: Popular Prakashan Pvt. Ltd.
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- Gangrade, K. D. 1971. *Community organisation in India*. Bombay: Popular Prakashan.
- Lal, A. K. 1977. *Politics of Poverty: A Study of Bonded Labour*. New Delhi: Chetana Publications.
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- Patnaik, U. and Dingwaney, M. 1985. *Chains of Servitude. Bondage and Slavery in India.* Madras: Sangam Books Pvt. Ltd.
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- Sussman M.B. 1959. *Community Structure and Analysis.* New York: Thomas Y. Crowell Co.
- Twelvetress A. 1982. *Community Work.* London: Macmillan Press Ltd.
- Volken, H. et. al. 1982. *Learning from the Rural Poor: Shared experiences of the Mobile Orientation and Training Team.* New Delhi: Indian Social Institute.
- Warren, R.L. 1965. *Studying your Community.* New York: Free Press.
- Weil, M (Ed). 1996. *Community Practice: Conceptual Models.* New York: The Haworth Press. Inc.
- Zaltman, G. and Duncan, R. 1977. *Strategies for Planned Change.* New York: Association Press.

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- Community Development Journal: An International Forum.* U.K: Oxford University Press.
- Development and Change.* Hague: Blackwell Publishers
- Social Action: A Quarterly Review of Social Trends and Social Action Trust.* Delhi. Seminar, New Delhi Maintenance. New Delhi: Perspective Publications.
- Lokayan Bulletin.* New Delhi.

[BACK](#)

BSW 3.4: Political Economy and Planning in India - I

1. Political Economy
 - 1.1 Relevance of understanding political and economic systems and processes
2. Economics politics and power
 - 2.1 Basic economic and political concepts: state, power, government authority, socialization, political culture, legitimacy, needs, demand, supply, resources, production, distribution, and consumption.
3. Democracy as a concept
 - 3.1 Concept of Democracy: meaning, types, features, merit and demerits.
 - 3.2 Role and functions of political parties, pressure groups and opinion.

Basic Readings

- Ackerman, Frank (ed.). 1997. *Human Well Being and Economic gains*. Washington: DC. Island Press.
- Aggarwal, Ashish. 1994. *GATT and the Developing Countries*. New Delhi: Mohit Publication.
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- Borough Ian Rox. 1979. *Themes of Underdevelopment*. London: the Macmillan Press.
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- Guhan, S. (ed). 1997. *Corruption in India*. New Delhi: Vision Book House.
- Gupta, D.C. 1972. *Indian Government and Politics*. 7th ed. New Delhi: Vikas Publication Home.
- Hagolt, Richard. 1983. *Political Development Theory*. London: Brooking Institution.
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- Rajan, N. 1998. *Secularism, Democracy Justice*. New Delhi: Sage Publishers.
- Rodee C.C. 1983. *Introduction to Political Science*. New York: McGraw Hill.
- Rugman, Alan 2000. *The End of Globalisation*. London: Random House.
- Siwach J.R. 1990. *Dynamics of Indian Government and Politics*. New Delhi: Sterling Publication Ltd.

[BACK](#)

BSW 3.5: Human Growth and Development - I

1. Life span, Heredity and Environment
Stages of the life span. Life span perspective and the systems approach of Bertalanffy, Sears and Bronfenbrenner to the understanding of human growth and behaviours
 - 1.1 Principles of the growth and development
 - 1.2 Methods of studying behavior
 - 1.3 Role of heredity and environment. Social customs, traditions, values in parenting and child rearing practices, deprivation and development, during stages of the life span.

2. Theories of Human Development
 - 2.1 A critical look at the theories of human development like those of Freud's psychosexual theory, learning theories and Peaget's theory of cognitive development, and those of a Jung. Roger, Maslow and Murry.

3. Indian Concept
 - 3.1 Understanding the Indian concept of life span stages.

Basic Readings:

- Baltes, P.B. (ed). 1978. *Life Span Development and Behaviour*. New York: Academic Press, Inc.
- Bronfenbrenner, U. 1979. *The Ecology of Human Development*. Cambridge: Harvard University Press.
- Chowdary, D. P. 1992. *Aging and the Aged*. New Delhi: Inter-India Publications.
- Clarke-Stewart, A. Friedman, S. and Koch. J. 1985. *Child Development: Tropical Approach*. (For Unit I).
- Dash and Dash. *The Psychology of Poverty*.
- Garg, P. and Parikh, I. 1970. *Indian Youth at Cross roads: Profiles in Identity*.
- Gore, M. S. 1978. "Changes in the Family and the Process of Socialization in India," in Anthony, E.J. & Colette, C (Eds.). *The Child in his Family*. Wiley 365-374.
- Gore, M. S. 1992. *Aging and the Future of Human Being*. The Indian Journal of Social Work. 53(2), 210-219.
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- Kakar, S. 1979. *Indian Childhood, Cultural Ideals and Social Reality*. Delhi: Oxford University Press.
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- Misra. G. (Ed.). 1990. *Social Psychology in India*. New Delhi: Sage Publications. (For the topic “Deprivation and Development”).
- Rapoport, Rhona and Rapoport, Robert. 1980. *Growing through Life, Lifecycle Book*. New York: Harper & Row, Publishers..
- Rogers, D. 1977. *Child Psychology*. Monterey, C.A.: Brooks / Cole Publishing Company. (For environment effects, systems perspective, personality development, emotional development and cultural influences). See chapters 2,4,7,8,9,11,13,14.
- Schiemberg, L.B. 1985. *Human Development*. N.Y.: L Macmillan Publishing.
- Seifert, K. Hoffnung R.J. et. al. 2000. *Life Span Development* (2nd ed.). New York: Hoghton Mifflin Co.
- Sharma, N. 1999. *Adolescent Girl Child in India*. News Bulletin of the Indian Council of Child Welfare.
- Sheehy G. 1976. *Passages: Predictable Crisis of Adult Life*. New York: Bantam Books.
- Sigelman, C.K and Shaffer D.R. 1995. *Life –span human development*, 2nd Edition. Pacific Grove CA: Brooks Cole Publishing Company.
- Sinha, D. et. al. 1982. *Deprivation: Its Social Roots and Psychological Consequences*. New Delhi: Concept Publications. Chapter 2 (pp. 17-24). Chapter 3 (25-3), Chapter 7 (103 – 122). Chapter 8 (123 –138), Chapter 12 (195 – 216). Chapter 13 (217 – 236) and chapter 14 (237 – 260).
- Smolack, L. 1993. *Adult Development*. New Jersey: Prentice Hall.
- Sternberg, R.J. and Wagner R.K. 1986. *Practical Intelligence: Nature and origins of competence in Everyday World*. London: Cambridge University Press.
- Veeton, R. 1993. *Death in old age and bereavement counselling*. Indian Journal of Social Work. 54(1), 85-92.
- Wehr. G. 1987. *Jung: A Bibliography*. Boston: Shambhala

[BACK](#)

BSW: Semester four

BSW 4.1: Contemporary Ideologies of Social Work - II

1. Contemporary Ideologies of Social Work Profession

- 1.1 Spirituality and social work
- 1.2 Cotemporary social work ideologies in different countries
- 1.3 Goals, values, functions / roles and process of social work
- 1.4 Personal attributes of a social worker

Social Work Ethics

- 2.1 Concept and philosophy ethics.
- 2.2 Ethical responsibilities in social work.
- 2.3 Ethical decision-making and dilemmas in micro and macro social work practice.
- 2.4 Overview

Basic Readings

- Banks, S. 1995. *Ethics and values in Social Work: Practical Social Work Series*. London: Macmillan Press Ltd.
- Brandon. D. 1976. *Zen in the Art of Helping*. London: Routledge and Kegan Paul.
- Congress. E.P. 1998. *Social Work Values and Ethics*. Chaicago: Nelson – Hall Publishers.
- Desai. M. 2000. *Curriculum Development on History of Ideologies for Social Change and Social Work*. Mumbai: Social Work Education and Practice Cell.
- Kothari. S. and Sethi. H. (Eds). 1991. *Rethinking Human Rights*. New Delhi: Lokayan.
- Pereira. W. 1997. *Inhuman Rights: The Western System and Global Human Rights Abuse*. Mapusa, Goa: The Other India Press.
- Reamer. F.G. 1995. *Social Work Values and Ethics*. New York: Columbia University Press.
- Tata Institute of Social Sciences Social Work Educators Forum (TISSWEF). 1997. Declaration of Ethics for Professional Social Workers. *The Indian Journal of Social Work*. 58 (2) 335 – 341. United Nations 1992. *Human Rights: Teaching and Learning about Human Rights*. UN: New York.
- Borgatta. E.F. 1992. *Encyclopedia of Social Work*. Silver Spring, Maryland: National Association of Social Workers.
- Encyclopedia of Social Work. 1987. *Encyclopedia of Social Work*. Silver Spring. Maryland: National Association of Social Workers.
- Encyclopedia of Social Work. 1987. *Encyclopedia of Social Work in India*. New Delhi: Ministry of Welfare.

Journals

- Economic and Political Weekly, Humanscape, The Indian Journal of Social Work, Lokayan Bulletin and Vikalp

[BACK](#)

BSW 4.2: Integrated Social work Practice - II

1. Action for
 - 1.1 The client system, the problem, process and phrases.
 - 1.2 The change agent and action.
2. Process in
 - 2.1 Initiating contact, Collecting data, assessment, negotiation of contract.
 - 2.2 Problem solving, termination and evaluation, for integrated practice.
3. Social Work Professional and Practice
 - 3.1 Social work professional as a single change actor as one in the team.
 - 3.2 Integrated social work practice, place in social work practice.
 - 3.3 Philosophy of social work.

Basic Readings:

- Barborka G.A. 1972. *The Divine Plan*. Adyar, Chennai. India: The Theosophical Publication House (Third ed). Pg, 43 –47, 83, 158 – 200.
- Bartlett, Harriett. 1970. *The Common Base of Social Work Practice*. National Association of Social Workers. 2 Park Avenue, New York: N.R.
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- Johnson, Louise C. 1983. *A Generalist Approach* (Third ed). Boston: Allyn and Bacon.
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- Parsons, Ruth, J. Jorgensen, J. D., Hernandez, Santos, H. 1994. *The Integration of Social Work Practice*. California: Brooks Cole.
- Pincus, Allen and Anne Minaham. 1973. *Social Work Practice: Model and Method*. Illinois: F.E. Peacock Publishers Inc.
- Specht, Harry and Anne Vickery. 1977. *Integrated Social Work Method*. Illinois: F.E. Peacock Publishers Inc.
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- Swamy Chinmyananda. 2000. *Atma Bodha – A Commentary of Swami Chinmayan*. Mumbai Central Chinmaya Mission Trust – 400 072: pg: 22-38.
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- Younghusband, E. 1967. *Social Work and Social Values*. Vol. III. London: George Allen and Unwin.

[BACK](#)

BSW 4.3: Work with Communities/Community/Development - II

1. Issues in Community Organisation Practice
 - 1.1 Directives vs. non – directive approaches
 - 1.2 Working with groups
 - 1.3 Leadership functions
 - 1.4 Gender, caste, class as axis of inequality

2. Current issues in Community organisation
 - 2.1 Working in different setting: institutional and non institutional settings
 - 2.2 Relationship with other methods of social work.

3. Attitudes, Roles and skills of a Community Organiser
 - 3.1 Roles of an organizer within different models
 - 3.2 Skills, attributes of community organisation practitioner
 - 3.3 Skills of community organisation
 - 3.4 Practitioner problem analysis, resource mobilization, conflict resolution,
 - 3.5 Organising meetings, writing and documentation networking training.

Basic Readings

- Arora R. K (Ed). 1979. *People's Participation in Development Process: Essays in honour of B. Mehta*. Jaipur: the HCM State Institute of Public Administration.
- Batten, T.R. 1962. *The Non – Directive Approach in Group and Community Work*. London: Oxford University Press.
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- Lal, A. K. 1977. *Politics of Poverty: A Study of Bonded Labour*. New Delhi: Chetana Publications.
- Mayo H. Jones D. 1974. *Community Work*. London: Routledge and Kegan Paul.
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- Murphy, C. G. 1954. *Community Organisation Practice*. Boston: Houghton Mifflin Co.
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- Patnaik, U. and Dingwaney, M. 1985. *Chains of Servitude- Bondage and Slavery in India*. Madras: Sangam Books Pvt. Ltd.

- Polson and Sanderson. 1979. *Rural Community Organisation*. New York: John Wiley and Sons.
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- Ross Murray G. 1955. *Community Organisation: Theory, Principles and Practice*. New York: Harper and Row
- Siddiqui H.Y.1997. *Working with Communities: An Introduction to Community Work*. New Delhi: Hira Publications.
- Sussman M.B. 1959. *Community Structure and Analysis*. New York: Thomas Y. Crowell Co.
- Twelvetress A. 1982. *Community Work*. London: Macmillan Press Ltd.
- Volken, H. et. al. 1982. *Learning from the Rural Poor: Shared experiences of the Mobile Orientation and Training Team*. New Delhi: Indian Social Institute.
- Warren, R.L. 1965. *Studying your Community*. New York: Free Press.
- Weil, M (Ed). 1996. *Community Practice: Conceptual Models*. New York: The Haworth Press. Inc.
- Zaltman, G. and Duncan, R. 1977. *Strategies for Planned Change*. New York: Association Press.

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- Community Development Journal: An International Forum*. U.K: Oxford University Press.
- Development and Change*. Hague: Blackwell Publishers.
- Social Action: A Quarterly Review of Social Trends and Social Action Trust*. Delhi. Seminar, New Delhi.
- Maintenance*. New Delhi: Perspective Publications.
- Lokayan Bulletin*. New Delhi.

[BACK](#)

BSW 4.4: Political Economy and Planning in India - II

1. Contemporary economic systems: meanings, types functions
 - 1.1 Capitals – market economy, meaning, features, merits and demerits
 - 1.2 Mixed – market economy, meaning, features, merits and demerits
 - 1.3 Socialist economy
2. Constitutional foundations of Indian state
 - 2.1 Salient features of Indian constitution unitary and federal features
 - 2.2 Composition, powers and functions of Indian Govt. legislative, Executive, Judiciary
3. Economic Development and Planning in India
 - 3.1 Concept of economic development: meaning, determinants of economic development in India
 - 3.2 Economic Planning: meaning, objectives of Indian planning under the new economic policy
 - 3.3 The new economic, trends in India: the context of reforms liberalization, privatisation, and globalisation.

Basic Readings

- Ackerman, Frank (ed.). 1997. *Human Well Being and Economic gains*. Washington: DC. Island Press.
- Aggarwal, Ashish. 1994. *GATT and the Developing Countries*. New Delhi: Mohit Publication.
- Art, James. 1983. *Political Economics*. London: Whats Sheat Books.
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- Chakraborty, Bimal. 1996. *The U.N and the Third World Shifting Paradigm*. New Delhi: Tata McGraw Hill Publishing Corporation.
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- Guhan, S. (ed). 1997. *Corruption in India*. New Delhi: Vision Book House.
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- Iqbal, Narain P.C. and Mathew. 1994. *Politics in Changing India*. Jaipur: Rawat Publication.
- Johari , J.C. 1982. *Comparative Politics*. New Delhi: Sterling Publishers Ltd.
- Rajan, N. 1998. *Secularism, Democracy Justice*. New Delhi: Sage Publishers.
- Rodee C.C. 1983. *Introduction to Political Science*. New York: McGraw Hill.
- Rugman, Alan 2000. *The End of Globalisation*. London: Random House.
- Siwach J.R. 1990. *Dynamics of Indian Government and Politics*. New Delhi: Sterling Publication Ltd.
- Vakil, F.D. Shivaji, Rao K.H. 1990. *Indian Government and Politics*. New Delhi: Sterling Publication.
- Weiner Myron (ed). 1989. *The Indian Paradox*. New Delhi: Sage Publications.

[BACK](#)

BSW 4.5: Human Growth and Development - II

1. Human Development and Health- Prenatal to Pubertal
 - 1.1 Stages of the life span from conception to old age.
 - 1.2 Prenatal stage and genetic factors, infancy and adjustment to immediate world
 - 1.3 Early childhood growth and play; relationship with family; early and later adolescence-pubertal growth, hazards, lifestyle, effects.
 - 1.4 Youth in Indian society.

2. Human Development- Later Stages
 - 2.1 Adulthood-growth personal and social adjustment, health, sexuality, vocational and marital adjustment.

 - 2.2 Aging-characteristics hobbies, adjustment health, mental health, death, dying, and bereavement.

 - 2.3 Psychosocial development
 - 2.4 Moral development, and personality development vis-à-vis the influence of the contexts of development. The contexts here refer to gender, family, significant others, neighborhood, peers, school, community, work place and other larger contexts like the society and culture. Emphasis is placed on the Indian context of development, variations from the normal patterns of development and views on the stages of development

3. Relevance of Social Work Practice Across the Stages of Development-development needs tasks, problems and services

Basic Readings

- Baltes, P.B. (ed). 1978. *Life Span Development and Behaviour*. New York: Academic Press, Inc.
- Bronfenbrenner, U. 1979. *The Ecology of Human Development*. Cambridge: Harvard University Press.
- Chowdary, D. P. 1992. *Aging and the Aged*. New Delhi: Inter-India Publications .
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- Kakar, S. 1970. *Conflict & Choice – Indian Youth in a Changing Society*. Bombay: Somaiya Publications.
- Kakar, Sudhir. 1978. “Images of the Life Cycle and Adulthood in India,” in Anthony, E.G. and Collete, C. (Eds.) *The Child in his Family*. Wiley. 319-332.]
- Kaplan, P. S. 1988. *The Human Odyssey: Life-Span Development*. St.Paul: West Publishing Company.
- Kapur, M. 1955. *Mental Health of Indian Children*. Delhi: Sage Publications.
- Le François, G.R. 1990 *The Life Span*. Third Edition. University of Alberta
- Magmesson, D. and Allen. 1983. *Human Development: An International Perspective*. V.C. New York: Academic Press. Chapters 1,5,6,11,14,16,19,21
- Maier, H.W. 1965. *Three Theories of Child Development*. N.Y.: Harper and Row.
- Misra. G. (Ed.). 1990. *Social Psychology in India*. New Delhi: Sage Publications. (For the topic “Deprivation and Development”)
- Rapoport, Rhona and Rapoport, Robert. 1980. *Growing through Life, Lifecycle Book*. New York: Harper & Row, Publishers
- Rogers, D. 1977. *Child Psychology*. Monterey, C.A.: Brooks / Cole Publishing Company. (For environment effects, systems perspective, personality development, emotional development and cultural influences). See chapters 2,4,7,8,9,11,13,14
- Schiarnberg, L.B. 1985. *Human Development*. N.Y.: L Macmillan Publishing.
- Seifert, K. Hoffnung R.J. et. al. 2000. *Life Span Development* (2nd ed.). New York: Hoghton Mifflin Co.
- Sharma, N. 1999. *Adolescent Girl Child in India*. News Bulletin of the Indian Council of Child Welfare.
- Sheehy G. 1976. *Passages: Predictable Crisis of Adult Life*. New York: Bantam Books.
- Sigelman, C.K and Shaffer D.R. 1995. *Life –span human development*, 2nd Edition. Pacific Grove
- Sinha, D. et. al. 1982. *Deprivation: Its Social Roots and Psychological Consequences*. New Delhi: Concept Publications. Chapter 2 (pp. 17-24). Chapter 3 (25-3), Chapter 7 (103 – 122). Chapter 8 (123 –138), Chapter 12 (195 – 216). Chapter 13 (217 – 236) and chapter 14 (237 – 260).
- Smolack, L. 1993. *Adult Development*. New Jersey: Prentice Hall.
- Sternberg, R.J. and Wagner R.K. 1986. *Practical Intelligence: Nature and origins of competence in Everyday World*. London: Cambridge University Press.
- Veeton, R. 1993. *Death in old age and bereavement counselling*. Indian Journal of Social Work. 54(1), 85-92.
- Wehr. G. 1987. *Jung: A Bibliography*. Boston: Shambhala

[BACK](#)

BSW: Semester five

BSW 5.1: Personal and Professional Growth - I

1. Self and Self Awareness

Understanding self through a cognitive construct/ paradigm (two/three models from among those available may be offered as workshops). Suggested approaches are: Rational emotive therapy, Gestalt Approach, Transactional Analysis, Reality Therapy, Yoga for Therapy, Meditation Techniques.

Explore self as a being, and understand the process of becoming. (through observation) Practice consciously measures to sustain and experience continuous awareness.

Observation and Reflection: Theory and techniques.

2. Communication Choices

1.1 Communication mode and patterns and Effectiveness

1.2 Interpersonal communication.

1.3 Nature of choices made.

3. Emotion and their expression

1.1 Emotions, nature of expressions

1.2 Understand own pattern of communication, choices made to express emotions, modes used, examine need for change.

4. Communication

1.1 Information and knowledge and skills of rapid reading, writing , creative writing, report writing and public speaking.

5. Creativity and self.

Understand brain functions Creativity, need, and development.

Basic Readings

Becavar D (ed) . 1997. *The Family, Spirituality and Social Work*. Journal of Family Social Work, Vol. 2, No, 1997.

Bhattacharya, K. 1971. *The Indian Concept of Self-Bulletin*. Ramakrishna Mission Institute of Culture. 22(8) August 197. 304-13

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Crum, J.K. 1976. *The art of inner listening*. Theosophist 97 (8), May1976, 64-65

- Grossbard, H. 1954. 'Methodology for Developing Self-Awareness' *Journal of Social Casework*, Vol. XXXV, No.9 November. 1954 371-379.
- Haskar, S.L. 1976. 'Know Thyself,' *Triveni* 45(2), July-September, 1976, 88.
- Paul, Burnton. 1975 The hidden teaching beyond yoga, *Triveni* 44 (3), October – December 1975, 91.
- Ramkumar, O. 1970. 'Intelligence and Self-concept,' *Education and Psychology Review* 10(3) July 1970, 154-57.
- Ritajanda. (Translated by John Phillip). 1996. *The Practice of Meditation*, Mylapore, Chennai: Ramakrishna Math printing Press.
- Singh, N.P. 1970. 'The Concept of Self in Modern Psychology,' *Indian Education Review* 5(1) January 1970.84-99.

[BACK](#)

BSW 5.2: Social Work Research

1. Scientific inquiry
 - 1.1 The scientific approach to human inquiry in comparison to the native or common sense approach; meaning of purpose and research; attitudes consonant to the scientific method. Social work research -meaning, scope and importance.
 - 1.2 An overview of the aspects of the research process-problem formulation; designing the study; data collection; data processing, analysis and interpretation; writing the research report.
2. Introduction to Research strategies
 - 2.1 Quantitative methods
 - 2.2 Qualitative methods
 - 2.3 Content, scope, underlying assumption and strategy
 - 2.4 Elements of sampling meaning of a sample; qualities of good sample/ sampling strategy; meaning and significance of a random and non-random sampling procedures; simple and stratified random sampling.
 - 2.5 Data collection and processing-sources of data; primary and secondary data; interviewing and observation (structured and unstructured); simple instruments of data collection; data processing.
3. Data Presentation
 - 3.1 Graphical and tabular presentation of data-bar graphs, pie diagrams, histograms, polygrams and line graphs.
 - 3.2 Univariate and multivariate tables.
4. Statistical Tools
Percentage, ratios and proportions; measures of central tendency (mean, mode and median)- their computation, use, relative strengths and limitations
5. Writing Skills: Research report writing

Basic Readings:

- Ackoff, R.L. 1962. *Scientific Method: Optimising Applied Research Designs*. New York: John Wiley and Sons.
- Anderson, J. et al. 1970. *Thesis and Assignment Writing*. New Delhi: Wiley Eastern Limited.
- Bailey, Kenneth, D. 1987. *Methods of Social Research*. New York: The Free Press.
- Blaikie, Norman. 1993. *Approaches in Social Enquiry*. Cambridge: Polity Press.
- Blalock, H.M. 1972. *Social Statistics*. New York: McGraw Hill.

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- Coolidge, Frederick, L. 2000. *Statistics: A Gentle Introduction*. New Delhi: Sage Publications.
- Crabtree, B.F. and Miller, W.L. 1978. *Understanding Social Research An Introduction*. Boston: Allwyn and Bacon.
- Cranstein, A. and Phillips, W.R. 1978. *Understanding Social Research An Introduction*. Boston: Allwyn and Bacon.
- Denzin, Norman, K. & Lincoln, Y.S (Eds). 2000. *Handbook of Qualitative Research (II nd eds.)*. New Delhi: Sage Publications.
- Field, Andy. 2000. *Discovering Statistics Using SPSS for Windows: Advanced Techniques for Beginning*. New Delhi: Sage Publications.
- Foster, J.J. 1998. *Data Analysis Using SPSS for Windows: A Beginner's Guide*. New Delhi: Sage Publications.
- Gahan, Celis and Hannibal, Mike. 1998. *Doing Qualitative research using QSR, NUD, IST*. New Delhi: Sage Publications.
- Galtung, J. 1967. *Theory and Methods of Social Research*. London: George Allen & Unwin.
- Goode, W.J. and Hatt, P.K. 1952. *Methods in Social Research*. Tokyo: McGraw Hill Kogakusha.
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- Marshall, Gatherine and Rosaman, G.B. 1999. *Designing Qualitative Research*. III rd Edition. New Delhi: Sage Publications.
- May, Tim. 1997. *Social Research: Issues, Methods & Process*. Buckingham: Open University Press.
- Moser, C.A. and Kalton, G. 1977. *Survey Methods in Social Investigation*. London: Heinemann Educational Books.
- Mukerhji, Partha N. (eds.) 2000. *Methodology in Social Research: Dilemma and Perspective*. New Delhi: Sage Publications.
- Nagel, Ernest. 1984. *The Structure of Science: Problems in the Logic of Scientific Explanation*.
- Padgett, Deborah, K. 1988. *Qualitative Methods in Social Work Research*. New Delhi: Sage Publications.

- Ramchandran, P. 1990. *Issues in Social Work Research in India*. Bombay: Institute for Community Organization Research.
- Reichman, W.J. 1981. *Use and Abuse of Statistics*. Penguin.
- Reid, William J. and Smith, Andrey D. 1981. *Research in Social Work*. New York: Columbia University Press.
- Rosenberg, M. 1968. *The Logic of Survey Analysis*. New York: Basic Books.
- Rubin, A. and Babbie, K. 1993. *Research Methods for Social Work*, California: Brooks Cole Publishing Co.
- Sellits, Glaire et al. 1976. *Research Methods in Social Relations*. New York: Holt, Rinebart and Winston.
- Shah, F.V. 1977. *Reporting Research*. Ahmedabad: Rachna Prakashan.
- Shaw, Ian and Lishman Joyce (eds) .1999. *Evaluation and Social Work Practice*. New Delhi: Sage Publications.
- Silverman, David. (Eds.) 1997. *Qualitative Research*. New Delhi: Sage Publications.
- Society for Participatory Research in Asia. 1995 Participatory Research: An Introduction, Participatory Research Network Series, No.3, New Delhi: PRIA.
- Stewart, Alex. 1998 The Ethnographer's Method, New Delhi: Sage Publications.
- Yanow, Dvora, 1999 Conducting Interpretive Policy Analysis, New Delhi: Sage Publications.
- Yin, Robert, K. 1994 Case Study Research: Design and Methods, New Delhi: Sage Publications.

[BACK](#)

BSW 5.3: Sociology for Social Work in India

1. Sociology and its relationship to other disciplines
 - 1.1 Meaning, scope and significance.
 - 1.2 Its relationship with other social sciences such as history, economics, politics, psychology, anthropology and social work
2. Society and Culture
 - 2.1 Society as a system of relationship
 - 2.2 Social structure: meanings, status and roles
 - 2.3 Culture: meaning and contents-tradition, customs, values, norms, folklore and mores
 - 2.4 Socialization: meaning, processes and agents
3. Indian Society
 - 3.1 Composition of Indian society: the concept of unity of diversity
 - 3.2 Social classification in India: tribal, rural and urban divisions
 - 3.3 Social stratification in India: meaning, caste, class divisions
4. Social Groups, Social institutions and social control
 - 4.1 Meaning and types: primary and secondary group, in-groups and out-groups, reference groups
 - 4.2 Types of social institutions: marriage, family, religion, state and law
5. Meaning and functions
 - 5.1 Social control exercised through the social institutions
6. Theories of Society
 - 6.1 Significance of a theoretical understanding of society
 - 6.2 Evolutionary, cyclical, conflict and systems theories.
7. Social Change
 - 7.1 Meaning, characteristics and factors including change with reference to India
8. Social Movements in India: Meaning factors essential for a movement
 - 8.1 Dominant social movements in India
 - 8.2 Social reform movement and contributions of social reformers
 - 8.3 Pleasant movement
 - 8.4 Trade union movement
 - 8.5 Social movement and social change in India

Basic readings

Bert, Adams. 1975. *A Sociology Interpretation*. Chicago: Rand McNally College.

Bharadwaj, A.N. 1975. *Problem of SC/ST in India*. New Delhi: Light and Life Publication

- Broom, Leonard, Charles M. Bonjean, Dorothy, H. Broom. 1990. *Sociology*. Wadsworth Publication Co. Belmont.
- Deshpande, Srinivasasn Narain. 1978. *Society Economy of Policy in India*. Mumbai: University of Mumbai.
- Ely Chinoy. 1967. *Society an Introduction to Sociology*. New York: Randon House.
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- Jain, P.C 1991. *Social Movement among Tribes*. New Delhi: Rawat Publication.
- Kapadia, K.M. 1966. *Marriage and family in India*. London: Oxford university Press
- Kingsley, David. 1969. *Human Society*. New York.
- Kolenda, Pauline. 1969. *Regional differences in family Structure in India*. Jaipur: Rawat Publication
- Kuppuswamy, B. *Social Change in India*.
- Maudelbaum, David M. 1970. *Society in India*, Vol. 1 and II. University of California Press
- Narang, B.S., Dhawan, R.C. 1983. *Introduction to Sciences*. Delhi: C.B.S. Publication.
- Pandey, Rajendra. 1986. *The Caste System in India – Myth and Reality*. New Delhi: Criterion Publication.
- Pandey, A.K. 1997. *Tribal Society in India*. New Delhi: Manak Publishing Ltd.
- Ross, Aileen D. 1961. *The Hindu Family in its Urban Settings*. Delhi: Oxford University Press
- Sharma S. 1985. *Social Movement of Social Change*. B.R Delhi : Publishing House.
- Sharma, K.L (ed) 1999. *Caste and Race in India*. Mumbai: Popular Prakashan
- Sharma R.K. 1997. *Indian Society – Institution and Change*. New Delhi: Atlantic Publishers.
- Singh, K.S. 1985. *Tribal Society in India*. New Delhi: Manohar Publishing House.
- Srinivas, M.N. 1996. *Village, Caste, Gender, Method (Essay in Indian Social Anthropology)*. Delhi: Oxford University Press.
- Stein Peter, Judith Richman, Natalic Hannan. 1997. *The Family, Functions. New York: Conflicts and Symbols*

Steveus Smart M., Laura S. Smart 1976. *Families Developing Relationships* New York: Macmillan Publishing Co.

Verghese, K. 1992. *General Sociology*. Delhi: Macmillan Co.

Sociological Bulletin (Journal of the Indian Sociological Society)

Contribution to Indian Sociology

Social change, Issues and Perspectives (Journal of the Council for Social Development)

[BACK](#)

BSW 5.4: Counselling

1. Counselling
 - 1.1 Definition
 - 1.2 Meaning and relevance of counselling as an approach of social work
 - 1.3 Ethics of counselling
 - 1.4 Counsellor as a professional - principles of counselling.

2. Counsellor-Counselee relationship:
 - 2.1 Process of counselling
 - 2.2 Qualities of an effective counsellor
 - 2.3 Practical counselling skills
 - 2.4 Types of counselling
 - 2.5 Interrelation between counselling and psychotherapy

3. Practice of counselling
 - 3.1 Family centres, family courts,
 - 3.2 Counselling bureau – Premarital and marital counselling
 - 3.3 Vocational counselling centres

 - 3.4 mental health centres
 - 3.4 Child guidance clinics,

 - 3.6 Correctional institution, de-addiction and rehabilitation centres, educational institutions.

Basic Readings

- Brown, Leland. 1970. *Communicating facts and Ideas in Business*. New Jersey: Prentice Hall Inc., Englewood
- Dave, Indu. 1983. *The Basic Essentials of Counselling*. New Delhi: Sterling Publishers Pvt. Ltd.,
- Desai, M. M. (Ed). 1979. *Creative literature and Social Work Education*. Bombay: Somaiya Publications Pvt. Ltd.,
- D'Souza, Y. K.: *Communication Today and Tomorrow*, Discovery Publishing House, New Delhi, 1999.
- Fisher, Dalmar. 1999. *Communication in Organizations*. Second Edition, Mumbai: Jaico Publishing House.
- Fullmer, D.W. and Bernard, H.W.1972. *Counselling: Content and Process*. New Delhi: Thomson Press India.

- Kennedy, E. 1977. *On Becoming a Counsellor – A Basic guide for Non-Professional Counsellors*. Delhi: Gill and Macmillan.
- Melkote, Srinivas R. 1991. *Communication for Development in the Third World – Theory and Practice*. New Delhi: Sage Publications.
- Mohan, Krishna and Banerji, Meera. 1990. *Developing Communication Skills*. Delhi: Macmillan India Ltd.,
- Murphy, Robert D. 1997. *Mass Communication and Human Interaction*. Boston: Houghton Mifflin.
- Narang, Vaishna. 1996. *Communicative Language Teaching*. New Delhi: Creative Books
- Narayana, Rao, S. 1981. *Counseling Psychology*. New Delhi: Tata McGraw-Hill Publishing Company Ltd.
- Pollock, Thomas Clark. Sheridan, Marion C. Ledbetter, Frances and Doll, Ronald C. 1955. *The Art of Communicating*. New York: The Macmillan Company.
- Robert, G. Madden. 1998. *Legal Issues in Social Work Counselling and Mental Health*. Sage Publications India Pvt. Ltd.
- Venkatramani, S. H. 1998. *Corporate Communications – The Age of Image*. New Delhi: Sterling Publishers Private Ltd.

[BACK](#)

BSW 5.5: Management of Development and Welfare Services - I

1. Services, organizations and environment
 - 1.1 Need for welfare and developmental organizations
 - 1.2 Registrations of organizations constitution and policy
 - 1.3 Organizational design and structure in its environmental context

2. Services and their delivery
 - 2.1 Types of services
 - 2.2 Programme delivery: eligibility criteria
 - 2.3 Management of programmes and evaluation
 - 2.4 Proposals for small programmes

3. Organizational Climate and management processes
 - 3.1 Creating a work oriented Climate.
 - 3.2 Understanding authority, relationship and interpersonal relationships
 - 3.3 Working with boards, committees, and other staff
 - 3.4 Working in professional teams

Basic Reading

- Koontz, H. and Weihrich, H. 1998. *Essentials Of Management*. New Delhi: McGraw Hill.
- Denyer, J. C. 1979. *Office Administration*. Plymouth: McDonald and Evana.
- Lauffer, A. 1977. *Understanding Your Social Agency*. London: Sage Publications.
- Lauffer, A. 1982. *Grandmanship and Fund Raising*. New Delhi: Sage Publications.
- Narkwiboonwang, W. and Tips, W.E.J. 1986. *Project Identification, Formulation and Start up Non-governmental Rural Development Organizations*. Thailand, Bangkok: AIT.
- Neiner, M. 1982. *Human Service Management*. Illinois: Dorsal Press.
- Norad. 1998. *Guide to Planning and Evaluating NGO Projects (Part II and III)*. Norway.
- Patti. R. 1983. *Social Welfare Administration in India*. Englewood Cliffs: Prentice Hall.

Paul, Samuel. 1983. 'Strategic Management of Development Programmes,'
(*Management Development Series No. 19*). Geneva: International Labour
Organization.

Sachdeva, D.R. 1992-93. *Social Welfare Administration*. Allahabad: Kitab Mahal.

Sankaran, and Rodrigues. 1983. Handbook for the Management of Voluntary
Organizations, Madras: Alpha Publications.

Siddiqui H.Y. (Ed.). 1983. *Social Work Administration, Dynamic Management and
Human Relationships*. New Jersey: Prentice Hall.

Skidamore. 1983. *Social Work Administration*. New Jersey: Prentice Hall.

Steiner, R. 1977. *Managing Human Service Organization. From Survival to
Achievement*. Beverly Hills: Sage Publications.

[BACK](#)

BSW: Semester six

BSW 6.1: Personal and Professional Growth - II

1. Life Style
 - 1.1 Conscious life style-enhanced life skills: communication, decision-making, use of the time and money, building and sustaining bonds-relation, collegial and personal.
 - 1.2 Self-Defeating behaviour nature and impact. Choices for change.
2. Values, attitudes and professional ethics
 - 2.1 Values and attitudes-their role in life.
 - 2.2 Value conflict its impact value clarification.
 - 2.3 Study of professional ethics.
3. Integration

Through Eastern and Western approaches experience the process of integration. Approaches recommended are: Yoga as a science. Meditation (tool for meditation own choice)
4. Stress/Burn out self help methods
 - 4.1 Stress, stressors, nature and impact of stress, its expression, and burnout. Explore and experience methods to work out stress for greater harmony and joy.
5. Spirituality and Growth
 - 5.1 Explore spirituality by understanding descriptions of spirituality from different faiths; it's space and place in personal and professional life.
 - 5.2 Enhance conscious behavior and application of continued awareness in day-to-day functioning and professional practice.

Basic Readings

Becavar D (ed) . 1997. *The Family, Spirituality and Social Work*. Journal of Family Social Work, Vol. 2, No, 1997.

Bhattacharya, K. 1971. *The Indian Concept of Self Bulletin*. Ramakrishna Mission Institute of Culture. 22(8) August 197. 304-13

Burke, R.J. 1982. *Personality, Self-Image and Situational Characteristics of Effective Helpers in Work Settings*. The Journal of Psychology. Vol. 112, 213.

Crum, J.K. 1976. *The art of inner-listening*. Theosophist 97 (8), May1976, 64-65

Grossbard, H. 1954. 'Methodology for Developing Self-Awareness' *Journal of Social Casework*, Vol. XXXV, No.9 November. 1954 371-379.

- Haskar, S.L. 1976. 'Know Thyself,' *Triveni* 45(2), July-September, 1976, 88.
- Paul, Burnton. 1975 The hidden teaching beyond yoga, *Triveni* 44 (3), October – December 1975, 91.
- Ramkumar, O. 1970. 'Intelligence and Self-concept,' *Education and Psychology Review* 10(3) July 1970, 154-57.
- Ritajanda. (Translated by John Phillip). 1996. *The Practice of Meditation*, Mylapore, Chennai: Ramakrishna Math printing Press.
- Singh, N.P. 1970. 'The Concept of Self in Modern Psychology,' *Indian Education Review* 5(1) January 1970.84-99.

[BACK](#)

BSW 6.2: Social Work Research – Project Work

Guidelines for the Research Project Dissertation

The learner has to prepare and submit a dissertation under the guidance of a faculty. The learner need not be expected to make a major/ outstanding contribution to knowledge. The learner is to engage meaningfully in the process of problem-formulation; reviewing some literature related to the study; preparing the research proposal; choosing an appropriate research strategy and developing instruments of data collection; collecting the data; processing, analysing and interpreting the data; and preparing the research report. The length of the research project may be around 50 pages and not exceed 100 pages; the graphic presentations and tabular presentations together may not exceed 20.

Types of Assessment

1. Supervisor's assessment (50 marks).
2. Viva Voce by two or three examiners (including the supervisor) based on the dissertation (50 marks).

[BACK](#)

BSW 6.3: Social Work with Abused Children

1 Meaning of Child Abuse:

- a) Physical, b) Emotional, c) Psychological and d) Sexual elements

2 Forms of Abuses in the context of Goa:

- a) Child trafficking (also includes child labour)
- b) Paedophilia
- c) Problems of children of migrant labourers
- d) Tourism, Casinos and their impact on children and family

3. Health Issues of Abused Children

4. Legislation pertaining to protection of Children

- a) Juvenile Justice (Care and Protection) Act 2000
- b) Goa Children's Act 2003

Basic Readings:

Adenwalla, Maharukh. 2000. *Child Sexual Abuse and the Law*. New Delhi: India Centre for Human Rights and the Law.

Government of Goa. *Goa Children's Act 2005 (Ammended Version)* Panjim: Government Press.

Page, James, D.1995. *Abnormal Psychology*. New Delhi: Tata McGraw Hill Publishing Company.

Poonacha Verma.1995. *The Childhood that Never Was: An Anthology of Short Stories on the Girl Child*. Bombay: SNTD Women's University.

Singh Sukumart. 1989. *Exploited Children in India*. Kolkatta: Multi Book Agency.

Virani, Pinki.2000. *Bitter Chocolate: Child Sexual Abuse in India*. New Delhi: Penguin Books

[BACK](#)

BSW 6.4: Communication

1. Communication
 - 1.1 Meaning and importance of communication.
 - 1.2 Key elements in the communication process- Communication, message, audience, channel of communication.
 - 1.3 Verbal and non-verbal communication
 - 1.4 Basics of communication
 - 1.5 Education and communication for national development

2. Interpersonal Communication
 - 2.1 Interviewing – Objectives, principles of interviewing, listening qualities of an effective communicator
 - 2.2 Seminars, conferences, lectures, group discussion, panel discussion, symposium, workshop, role playing, simulation exercises, written communication, report writing, letter writing, article/ essay writing, games, brain storming, street play, field work exposure.

3. Visual Aids in Communication
 - 3.1 Poster making, use of notice boards, flip charts, charts, charts, flash cards, photographs, pamphlets, slide shows.
 - 3.2 Mass communication-Television, exhibition, newspapers and magazines, advertisement, radio, film, VCD/ DVD.

4. Communication analysis and planning
 - 4.1 Planning and executing a communication campaign on an issue using various methods of communication.

Basic Readings

- Brown, Leland. 1970. *Communicating facts and Ideas in Business*. New Jersey: Prentice Hall Inc., Englewood
- Dave, Indu. 1983. *The Basic Essentials of Counseling*. New Delhi: Sterling Publishers Pvt. Ltd.,
- Desai, M. M. (Ed). 1979. *Creative literature and Social Work Education*. Bombay: Somaiya Publications Pvt. Ltd.,
- D'Souza, Y. K.: *Communication Today and Tomorrow*, Discovery Publishing House, New Delhi, 1999.
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- Melkote, Srinivas R. 1991. *Communication for Development in the Third World – Theory and Practice*. New Delhi: Sage Publications.
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- Murphy, Robert D. 1997. *Mass Communication and Human Interaction*. Boston: Houghton Mifflin.
- Narang, Vaishna. 1996. *Communicative Language Teaching*. New Delhi: Creative Books
- Narayana, Rao, S. 1981. *Counseling Psychology*. New Delhi: Tata McGraw-Hill Publishing Company Ltd.
- Pollock, Thomas Clark. Sheridan, Marion C. Ledbetter, Frances and Doll, Ronald C. 1955. *The Art of Communicating*. New York: The Macmillan Company.
- Robert, G. Madden. 1998. *Legal Issues in Social Work Counseling and Mental Health*. Sage Publications India Pvt. Ltd.
- Venkatramani, S. H. 1998. *Corporate Communications – The Age of Image*. New Delhi: Sterling Publishers Private Ltd.

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BSW 6.5: Management of Development and Welfare Services - II

1. Policies and practices
 - 1.1 Policies and practices for personnel in organizations:
 - 1.2 Volunteers, professionals, para-professionals
 - 1.3 Communication in an organization-essential components, types, barriers
Decision making levels and methods.
2. Work processes tasks
 - 2.1 Unit of work, time allotment, workload, responsibility, coordination
 - 2.2 Staff-client relation
 - 2.3 Teamwork, supervision, monitoring, evaluation
 - 2.4 Conflict resolution
3. Programme management
 - 3.1 Programme management, maintenance of records
 - 3.2 Documentation
 - 3.3 Budget and account
 - 3.4 Public relation. Impact analysis- qualitative, and quantitative

Basic Reading

- Koontz, H. and Weihrich, H. 1998. *Essentials Of Management*. New Delhi: McGraw Hill.
- Denyer, J. C. 1979. *Office Administration*. Plymouth: McDonald and Evana.
- Lauffer, A. 1977. *Understanding Your Social Agency*. London: Sage Publications .
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- Norad. 1998. *Guide to Planning and Evaluating NGO Projects (Part II and III)*. Norway.
- Patti. R. 1983. *Social Welfare Administration in India*. Englewood Cliffs: Prentice Hall.
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- Sachdeva, D.R. 1992-93. *Social Welfare Administration*. Allahabad: Kitab Mahal.
- Sankaran, and Rodrigues. 1983. *Handbook for the Management of Voluntary Organizations*, Madras: Alpha Publications.
- Siddiqui H.Y. (Ed.). 1983. *Social Work Administration, Dynamic Management and Human Relationships*. New Jersey: Prentice Hall.
- Skidamore. 1983. *Social Work Administration*. New Jersey: Prentice Hall.
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SOCIAL WORK PRACTICUM GUIDELINES

Fieldwork guidelines for Semester I and II

Objectives

- ❖ Fieldwork in semester I and II enables students to:
- ❖ Acquire basic skills for analysing simple problem situations and relatedness of agency intervention.
- ❖ Understand the basic process of development in society and the development stages of human behaviour.
- ❖ Build purposeful relationships, engaging individuals, groups, and communities in problem solving process.
- ❖ Acquire and utilise programme skills related to the needs and problems of client system.
- ❖ Mobilise human and material resources related to social work intervention.
- ❖ Develop understanding of one's own role as a member of a team in the problem solving process.
- ❖ Develop self-awareness and sensitivity to others in the field situations.
- ❖ Develop skill in simple administrative procedures.
- ❖ Acquire skills in writing records and utilise them as tools of learning.

Note: The problem situation should relate more to social circumstances rather than personality disorders. The tasks assigned should be specific and clearly defined.

Evaluation Criteria

Analytic Ability:

With the help of the instructor, the student acquires knowledge and understands the agency – its philosophy, objectives, administrative structures and services offered. The student, with the help of the field instructor should collect relevant information about agency/clients through files, documents and through observation, talks, discussions etc.

The student should acquire knowledge of the client system and describe their socio-economic background and problems.

The student is able to conduct home-visits and simple surveys to understand the situation.

The student should be able to understand the linkages between the services and needs of the client system and submit a report after the initial 1-½ months indicating the knowledge gained. The students recording should reflect theory learned in subjects like Early Childhood Development, Contemporary Development Programmes, Community Health and Basic Concepts.

(50 marks)

Skills:

A. Problem Solving Skills

- (a) Understands and utilizes various tools of fact-finding like home-visits, interviews, surveys, meetings and observation.
- (b) Begins to partialize the problem and utilize appropriate methods of problem solving; work with simple problems and referral services, handles groups (recreation, educational etc.) attends or participates in community meeting.
- (c) Identifies and helps in the mobilisation of community recourses in relation to the problem situation.

B. Communication Skills

- (a) Establishes working relationships with various systems.
- (b) Utilizes various relevant programme media in relation to different target groups.
- (c) Makes effective use of oral and written communication.

C. Administrative and Recording Skills

- (a) Participates in planning, organizing, co-ordinating, implementing and evaluating programmes.
- (b) Show beginning ability in using simple office procedures and participating in agency meetings and conferences.
- (c) Learns to maintain time sheet and organise workload.
- (d) Maintains and uses recordings as a tool for learning.
- (e) Recordings should indicate clarity in stating facts causative factors related to problem, student's own feeling; relationship of theory learnt in class to practice and specific focus in future plans.

(70 marks)

Professional Development

Shows responsibility in relation to one's role in the agency i.e. regularity punctuality and commitment to tasks undertaken.

Shows ability to function as a team-member.

Shows awareness of ways in which biases and cultural backgrounds affect relationship.

Shows awareness of self, feelings and body language.

Acknowledge and need for working co-operatively with colleagues and staff.

Appreciates and acknowledges the expertise of others.

Begins to show understanding of basic values underlying the profession.

(55 marks)

Use of Field Instruction

Understands and recognizes the roles of Faculty Advisor, Field Instructor and Field Contact and takes guidance from them.

Accepts positives and negatives given by the Field Instructor.

Submits recordings and time sheet regularly.

Takes responsibility for learning by planning for conferences and raising appropriate questions.

Is punctual and participates in individual and group conference.

(25 marks)

Fieldwork guidelines for Semester III and IV

Objectives

Fieldwork in semester III and IV enables students to:

- ❖ Understand and critically analyse the various problems and needs of individuals, groups and communities.
- ❖ Identify and selectively utilise community resources and services.
- ❖ Enhance process-oriented skills in work with individuals, families, groups and communities.
- ❖ Participate in administrative process.
- ❖ Develop capacity to record the process of social work intervention analytically and selectively.
- ❖ Consciously apply professional social work values and principles in one's conduct.
- ❖ Develop self-learning through the process of field instruction.

Evaluation Criteria

Analytical Ability

Acquires knowledge of and understands the agency – its philosophy, objectives, administrative structure and services.

Independently, collects relevant information about agency/clients through files and documents and through observation, talks and discussions and understands the role of other agencies working in similar fields.

Identifies the problems of clients, describes and assesses the magnitude of the problems.

By the end of Semester III, shows ability to draw a profile of individuals, groups, communities, agencies, services and resources in relation to the client system, through the use of different fact-finding techniques.

Undertakes and identifies simple intervention strategies in relation to the problem situation.

Understands agency goals and responses in relation to agency's services at the micro-level.

Shows the ability to write records which reflect theory learnt in subjects like Social Work Methods, Work With Individuals and Groups and its relevance to the field situation. Write different types of recordings.

(50 marks)

Skills:

A. Problem Solving Skills

- (a) Identifies and partializes the problem for work.
- (b) Establishes working relationships with different client, target and action systems.
- (c) Shows independence in responding to simple problem situation.
- (d) Learns the use of various techniques of problem solving with the help of the instructor.
- (e) Attempts to sustain motivation in the client system.
- (f) Begins to identify the expertise/resources in order to respond to particular situations.
- (g) Shows the ability to apply theoretical concepts in problem solving.

B. Communication Skills

- (a) Use innovative programme media.
- (b) Utilizes appropriate channels of communication.
- (c) Makes effective use of oral and written communication.

C. Administrative and Recording Skills

- (a) Identifies the dynamics of the agency structure.
- (b) Participates in administrative processes and utilizes procedures such as writing letters, drafting appeals, minutes of meetings, keeping records, filing and writing project reports.
- (c) Shows the ability to participate in planning, co-ordinating, implementing and evaluating agency programmes.
- (d) Shows the ability to write recordings, which reflect selectivity, sequence, clarity, feelings, insights, understanding of the dynamics of the problem situation and future plan.

(60 marks)

Professional Development

Shows awareness of self, feelings and body language.

Shows awareness of ways in which biases and cultural backgrounds affect relationships and accepts the difference of caste, class and culture.
Shows interest in agency work and practices co-operation in group activities.
Shows sensitivity and commitment to one's task
Shows self-reliance and maturity in work.
Shows consistency in taking up and completing tasks.
Volunteers for special tasks.
Shows awareness of one's own strengths and limitations.
During the course of the student's academic year, shows consistency in accepting and practising social work principles and values in all situations – (class-room, field work and camps).

(65 marks)

Use of Field Instruction

Perceives field instruction as a tool for professional growth.
Takes responsibility for learning by planning for conferences and raising appropriate questions.
Shows willingness to accept positive and negative comments as being conducive to professional development and accesses other sources of expertise.
Uses field instruction to effectively present relevant facts through reports/case studies/presentations at group conferences and agency meetings.
Begins to evaluate one's intervention in problem situation.
Demonstrates discipline in submitting recordings and reporting for individual and group conferences.

(25 marks)

Fieldwork guidelines for Semester V and VI

Objectives

Fieldwork in semester V and VI enables students to:

- ❖ Develop knowledge of psychosocial systems affecting the functioning of individuals, groups and communities.
- ❖ Based on a critical analysis of agency's structure and functions, make effort to enhance/effect change in service delivery systems.
- ❖ Learn to utilise an integrated approach to problem solving process.
- ❖ Appreciate and utilise administrative process as an effective strategy for service delivery.
- ❖ Develop skills of supervision of para-professional/volunteers and provide leadership in planning implementing and evaluating agency activities.
- ❖ Participate in the process of networking with other organisations/agencies working on related social issues/problems.

- ❖ Internalise professional attitudes and values and manifest the same in practise.
- ❖ Utilise field instruction towards independent functioning as a professional social worker.

Evaluation Criteria

Analytical Ability

Acquires knowledge and analyses agency's philosophy, goals, structure, and services. The student independently undertakes fact-finding tasks and by the end of the year submits evaluative reports on problems/situations/programmes reflecting her/his understanding of systematic intervention.

Shows ability to assess the needs of the clients, the magnitude of the problems and cause-effect relationship. The student takes responsibility for planning by strategizing and implementing tasks independently and suggests and identifies new area of work.

Evaluates agency goals in relation to clients' needs and proposes means to enhance agency functioning. The student reviews and analyses agency/government policies with the use of information in the agency, identifying documentation needs and compiling relevant data. (Students to be encouraged to write different kinds of reports, articles, features/press releases etc.

Understands the need to demonstrate students' role in relation to the agency goals.

Understands social work intervention in relation to other agencies/disciplines. The student discusses the relation of task/activities with overall objectives of agency/social work profession marks.

(50 marks)

Skills:

A. Problem Solving Skills

- (a) Effectively utilizes various techniques in the process of problem solving.
- (b) Plans intervention based on the analysis of the problem situation.
- (c) Utilizes different types of working relationships with the four practice systems.
- (d) Utilizes an integrated approach to problem solving.
- (e) Suggests relevant interventions in relation to gaps in agency services.
- (f) Works with different organisations/agencies to achieve goals on common social issues and problems.
- (g) Shows ability to evaluate one's process of intervention.

B. Communication Skills

- (a) Makes effective use of communication skills and media.
- (b) Confidently utilizes effective oral and written communication skills at different levels.

C. Administrative and Recording Skills

- (a) Independently plans, implements and evaluates tasks and programmes.
- (b) Independently uses administrative procedures.
- (c) Shows ability to write recordings, which reflect selectively, sequence, clarity, consistency, feelings, insights, and understanding of problem situation and future plans.
- (d) Selectively utilizes different types of recordings as a tool of learning and analyses effective strategies for intervention.
- (e) Provides leadership, supervision and training to Para-professionals and volunteers and also to the team.

D. Research Skills

Shows the ability to document and use research procedures effectively in the field.

(60 marks)

Professional Development

Shows concern and responds sensitively to others.

Handles her/his emotions in a mature way.

Shows accountability to self, agency and instructor in terms of regularity and punctuality.

Takes interest and participates with commitment in social concerns/issues beyond the agency.

Projects a positive image of professional social work and acts as a role model in terms of behaviour and values.

Understands and recognizes the importance of an inter-disciplinary approach.

Represents the agency and the profession.

Shows the ability to overcome personal bias.

Accepts responsibility for her/his own behaviour.

(70 marks)

Use of Field Instruction

Utilizes field instruction for growth in self-learning and for developing the use of integrated social work practice.

Functions independently of the field instruction.

Shows responsible participation in dialogue with the field Instructor/Faculty Advisor and in group learning processes.

Uses recordings and different types of records for further growth.

Develops ability for self-evaluation, both ongoing and periodic.

(20 marks)

General Field Work Guide Line

Field work shall be certified by the Head of the Institution concerned and the marks assigned for field work shall be communicated to the Controller of Examinations by the Head of the Institution not later than one month after the close of the academic year, in respect of candidates admitted to the examination.

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