THE UNIVERSITY OF BURDWAN

SYLLABUS OF TWO YEAR POSTGRADUATE PROGRAMME

IN

MASTER OF SOCIAL WORK (MSW)

Under

Curriculum and Credit Framework for Postgraduate Programme (CCFPP), as per N.E.P. 2020

w.e.f. 2026 – 2027

2- year PG Programme

Semester wise and Course wise Distribution of Credit & Marks under CCFPP as per NEP, 2020

SEMESTER	Course Type	Code & Level	Name of the Course	Credit	L – T – P	Marks	Marks Dist. Th. – Pr. - IA
I	Major/Core Course	**PG2MSW1011 (400-499)**	Social Work Research Methods	6	5– 1– 0	75	60 – 00 – 15
	Major/Core Course	**PG2 MSW1012 (400-499)**	History and Philosophy of Social Work	6	5– 1– 0	75	60 – 00 – 15
	Major/Core Course	**PG2MSW1013 (400-499)**	Human Behaviour and Social Environment	6	5– 1– 0	75	60 – 00 – 15
	Major/Core Course	**PG2MSW1014 (400-499)**	Field Work Practicum–I (Concurrent Field Work and Social Work Practice)	6	0– 0– 6	75	00 – 60 – 15
	Minor Course	**PG2MSW1021 (300-399)**	Social Entrepreneurship and Innovation	4	5– 1– 0	75	60 – 00 – 15
	Total			**28**		**375**	
II	Major/Core Course	**PG2MSW2011 (400-499)**	Social Welfare Administration and Social Policy	6	5– 1– 0	75	60 – 00 – 15
	Major/Core Course	**PG2MSWC2012 (400-499)**	Social Work Methods: Social Case Work, Social Group Work, Community Organization and Social Action	4	3– 1– 0	75	60 – 00 – 15
	Major/Core Course	**PG2MSW2013 (400-499)**	Social Justice, Human Rights and Social Work Legislation	4	3– 1– 0	75	60 – 00 – 15
	Major/Core Course	**PG2MSW2014 (400-499)**	Field Work Practicum–II (Advanced Professional Practice)	4	0– 0– 4	75	00 – 60 – 15
	Minor Course	**PG2MSW2021 (300-399)**	Counselling Skills and Life Skills	4	3– 1– 0	75	60 – 00 – 15
	Total			**22**		**375**	

2-Year PG Programme

SEMESTER-I
Major/CC
Course Code: PG2MSW1011

Course: Social Work Research Methods **Credit: 6** **Full Marks: 75**

Course Objectives:

1. To acquaint students with the philosophy, nature and scope of social work research.
2. To develop understanding of quantitative, qualitative and mixed-method research approaches in social work.
3. To familiarize students with the process of formulating research problems, objectives, hypotheses and research designs.
4. To develop competencies in sampling, data collection, analysis and interpretation in social work research.
5. To enable students to prepare research proposals and research reports for evidence-based social work practice.

Course Contents

Theory: 60, LH: 90

UNIT	Contents	Hours
UNIT-I: Foundations of Social Work Research	•Meaning, concept and scope of Social Research and Social Work Research •Objectives of Social Work Research •Distinctive features of Social Research and Social Work Research •Ethics in Social Work Research	**20H**
UNIT-II: Research Process and Research Design	• Concept, meaning and definition of Research Design • Components of research design • Preparation of Research Design • Types of Research Design: Descriptive, Diagnostic, Exploratory, Experimental • Hypothesis: concept and definition • Importance and sources of hypothesis	**25H**
UNIT-III: Universe, Sampling and Data Collection Methods, Tools and Sources	•Universe/Population, Sampling, Sample and Census: Meaning and Definitions, • Types of Sampling; Probability Sampling; Simple Random, Stratified, Systematic, •Non-probability Sampling: Purposive, Quota, Convenience •Methods of Data collection; Interviewing, Questionnaire, Observation, Case Study •Tools for Data Collection: Interview Schedule, Questionnaire, Observationnaire, Case Study Inventory •Sources of Data; Primary Sources and Secondary Sources.	**25H**
UNIT-IV: Data Compilation, Analysis, Report Writing and Applications	•Data Compilation/Processing: Concept and Meaning • Steps in Data Compilation: Editing, Coding, Preparation of Code Book, Preparation of Muster Chart, Classification, Tabulation, Data Analysis and Interpretation • Presentation of Data: Graphs and Charts •Research Report: Format Specifications of Research Report •Referencing Styles (APA)	**20H**

Suggested Readings:

1. Ahuja, R. (2019). *Research Methods*. Rawat Publications.
2. Alston, M., & Bowles, W. (2021). *Research for Social Workers: An Introduction to Methods* (4th ed.). Routledge.
3. Babbie, E. (2021). *The Practice of Social Research* (15th ed.). Cengage Learning.
4. Bryman, A. (2016). *Social Research Methods* (5th ed.). Oxford University Press.
5. Creswell, J. W., & Creswell, J. D. (2018). *Research Design: Qualitative, Quantitative and Mixed Methods Approaches* (5th ed.). SAGE.
6. Grinnell, R. M., Williams, M., & Unrau, Y. (2019). *Research Methods for Social Workers* (11th ed.). Oxford University Press.
7. Gupta, S. P. (2020). *Statistical Methods*. Sultan Chand.
8. Kothari, C. R., & Garg, G. (2019). *Research Methodology: Methods and Techniques* (4th ed.). New Age International.

9. Kumar, R. (2019). *Research Methodology: A Step-by-Step Guide for Beginners* (5th ed.). SAGE.
10. Rubin, A., & Babbie, E. (2021). *Research Methods for Social Work* (10th ed.). Cengage Learning.
11. Royse, D. (2020). *Research Methods in Social Work* (8th ed.). Cengage Learning.
12. Thyer, B. A. (2015). *The Handbook of Social Work Research Methods* (2nd ed.). SAGE.
13. Yegidis, B. L., Weinbach, R. W., & Myers, L. L. (2018). *Research Methods for Social Workers* (8th ed.). Pearson.
14. Rubin, A. (2021). *Practitioner's Guide to Using Research for Evidence-Based Practice* (4th ed.). Wiley.
15. National Association of Social Workers. (Latest edition). *Code of Ethics*. NASW. *methods* (5th ed.). Oxford University Press.

Course Outcomes:

On Successful Completion of this Course, Students will be able to:

1. Explain the nature, scope and significance of research in social work and distinguish between various research approaches and designs.
2. Formulate research problems, objectives, hypotheses and prepare appropriate research designs for social work studies.
3. Apply suitable sampling techniques and data collection methods while maintaining ethical standards in research.
4. Analyse and interpret research data using appropriate statistical and qualitative techniques and prepare research reports following academic standards.
5. Apply research findings for evidence-based social work practice, programme evaluation and social policy formulation.

2- Year PG Programme

SEMESTER-I
Major/CC
Course Code: PG2MSW1012

Course: History and Philosophy of Social Work **Credit: 6** **Full Marks: 75**

Course Objectives:

1. To develop an understanding of the historical evolution and philosophical foundations of social work as a profession.
2. To acquaint students with the development of social welfare and social work in India and across the world.
3. To familiarize students with the values, ethics, principles and professional standards of social work practice.
4. To enable students to understand the role of social work in addressing contemporary social problems and promoting social justice.
5. To develop professional commitment towards human rights, social inclusion and sustainable social development.

Course Contents

Theory: 60, LH: 90

UNIT	Contents	Hours
UNIT-I: Evolution of Social Work Profession	• Meaning, Concept, Nature and Scope of Social Work • Social Service, Social Welfare, Social Reform, Social Development and Social Security: Concepts and Interrelationship • Development of Social Work Education in India	**20H**
UNIT-II: Philosophical Foundations and Professional Values	• Principles of Social Work: Acceptance, Individualization, Purposeful Expression of Feelings, Controlled Emotional Involvement, Non-judgmental Attitude, Client Self-determination and Confidentiality • Professional Values and Ethics in Social Work • Code of Ethics of Social Work Profession • Gandhian Philosophy, Sarvodaya, Trusteeship, Antyodaya	**25H**
UNIT-III: Social Reform Movement and Reformers	• Social Reform Movements in India • Contributions of Raja Rammohan Roy, Ishwar Chandra Vidyasagar, Jyotirao Phule, Savitribai Phule, Swami Vivekananda, Rabindranath Tagore, Mahatma Gandhi, Dr. B. R. Ambedkar and Pandita Ramabai	**25H**
UNIT-IV: Contemporary Fields of Social Work	• Fields of Social Work Practice: Family and Child Welfare, Medical and Psychiatric Social Work, School Social Work, Correctional Administration, Labour Welfare, Rural and Urban Development • Emerging Areas of Social Work Practice: Disaster Management, Gerontological Social Work, Environmental Social Work, Corporate Social Responsibility (CSR), Digital Social Work	**20H**

Suggested Readings:

1. Banks, S. (2021). *Ethics and Values in Social Work* (5th ed.). Red Globe Press.
2. Bhattacharya, S. (2018). *Social Work: An Integrated Approach*. Deep & Deep Publications.
3. Choudhary, D. P. (2017). *Introduction to Social Work*. Atma Ram & Sons.
4. Cox, D., Pawar, M., & Ferguson, H. (2020). *The Sage Handbook of International Social Work*. SAGE Publications.
5. Dasgupta, S. (1964). *Towards a Philosophy of Social Work in India*. Popular Prakashan.
6. Dubois, B., & Miley, K. K. (2020). *Social Work: An Empowering Profession* (9th ed.). Pearson.

7. Friedlander, W. A. (1963). *Introduction to Social Welfare*. Prentice Hall.
8. Konopka, G. (1958). *Social Group Work: A Helping Process*. Prentice Hall.
9. National Association of Social Workers. (2021). *Code of Ethics*. NASW Press.
10. Reamer, F. G. (2018). *Social Work Values and Ethics* (5th ed.). Columbia University Press.
11. Singh, D. K. (2013). *Social Work Profession in India*. New Royal Book Company.
12. Skidmore, R. A., Thackeray, M. G., & Farley, O. W. (2015). *Introduction to Social Work* (13th ed.). Pearson.
13. Surendra Singh. (2018). *Encyclopaedia of Social Work in India*. New Royal Book Company.
14. Wadia, A. R. (1961). *History and Philosophy of Social Work in India*. Allied Publishers.
15. Zastrow, C. (2017). *Introduction to Social Work and Social Welfare* (12th ed.). Cengage Learning.

Course Outcomes:

After completion of the course the students will be able to:
1. Explain the historical evolution, nature, scope and philosophy of social work as a profession in national and international contexts.
2. Analyse the philosophical foundations, principles, values and ethical standards governing professional social work practice.
3. Examine the development of social welfare, voluntary action and major social reform movements in India and evaluate the contributions of eminent social reformers.
4. Identify the diverse fields and emerging areas of professional social work practice and assess their relevance to contemporary social issues.
5. Demonstrate a commitment to professional ethics, human rights, social justice, dignity, equality and inclusive development while engaging in professional social work practice.

2-Year PG Programme

SEMESTER-I
Major/CC
Course Code: PG2MSW1013

Course: Human Behaviour and Social Environment **Credit: 6** **Full Marks: 75**

Course Objectives:

1. To develop an understanding of human growth, development and behaviour across the life span from a biopsychosocial perspective.
2. To familiarize students with the major psychological, sociological and ecological theories explaining human behaviour.
3. To enable students to understand the influence of family, culture, community and social institutions on human development and social functioning.
4. To acquaint students with the dynamics of personality, motivation, learning, adjustment and mental health in relation to social work practice.
5. To develop competencies for analysing individual behaviour within diverse social environments for effective social work intervention.

Course Contents

Theory: 60, LH: 90

UNIT	Contents	Hours
UNIT-I: Human Growth and Development	• Meaning, Nature and Scope of Human Behaviour and Social Environment (HBSE) • Human Growth and Development: Meaning, Principles and Determinants • Stages of Human Development: Prenatal, Infancy, Childhood, Adolescence, Adulthood and Old Age •	**20H**
UNIT-II: Theories of Human Behaviour and Personality Development	• Psychoanalytic Theory (Sigmund Freud) • Psychosocial Theory (Erik H. Erikson) • Cognitive Development Theory (Jean Piaget) • Moral Development Theory (Lawrence Kohlberg) • Humanistic Theory (Abraham Maslow and Carl Rogers) •	**25H**
UNIT-III: Social Environment and Human Behaviour	• Concept and Components of Social Environment • Family: Types, Functions and Changing Patterns • Socialization: Meaning, Process and Agencies • Social Groups, Communities and Social Institutions • Culture, Values, Norms and Social Control • Impact of Globalization, Urbanization and Digital Society on Human Behaviour	**25H**
UNIT-IV: Personality, Mental Health and Social Adjustment	• Personality: Meaning, Types and Determinants • Motivation: Meaning and Major Theories • Learning: Classical Conditioning • Mental Health: Concept, Characteristics of Mentally Healthy Person and Mental Hygiene • Adjustment: Meaning, Types and Mechanisms •	**20H**

Suggested Readings:

1. Bandura, A. (1986). *Social Foundations of Thought and Action: A Social Cognitive Theory*. Prentice Hall.
2. Baron, R. A., & Branscombe, N. R. (2017). *Social Psychology* (14th ed.). Pearson.
3. Berk, L. E. (2018). *Development Through the Lifespan* (7th ed.). Pearson.
4. Bronfenbrenner, U. (1979). *The Ecology of Human Development*. Harvard University Press.
5. Corey, G. (2021). *Theory and Practice of Counseling and Psychotherapy* (10th ed.). Cengage Learning.
6. Feldman, R. S. (2020). *Development Across the Life Span* (9th ed.). Pearson.

7. Hurlock, E. B. (2017 Reprint). *Developmental Psychology: A Life Span Approach*. McGraw-Hill.
8. Kuppuswamy, B. (2018). *Advanced Educational Psychology*. Sterling Publishers.
9. Papalia, D. E., & Martorell, G. (2021). *Experience Human Development* (15th ed.). McGraw-Hill.
10. Robbins, S. P., Chatterjee, P., & Canda, E. R. (2019). *Contemporary Human Behavior Theory: A Critical Perspective for Social Work* (4th ed.). Pearson.
11. Santrock, J. W. (2020). *Life-Span Development* (18th ed.). McGraw-Hill.
12. Schriver, J. M. (2015). *Human Behavior and the Social Environment: Shifting Paradigms in Essential Knowledge for Social Work Practice* (6th ed.). Pearson.
13. Siddiqui, H. Y. (2018). *Human Behaviour and Social Work*. Rawat Publications.
14. Zastrow, C., Kirst-Ashman, K. K., & Hessenauer, S. L. (2019). *Understanding Human Behavior and the Social Environment* (11th ed.). Cengage Learning.
15. Zimbardo, P. G., Johnson, R. L., & McCann, V. (2017). *Psychology: Core Concepts* (8th ed.). Pearson.

Course Outcomes:

After completion of the course the students will be able to-

1. Explain the principles of human growth and development and analyse developmental characteristics across different stages of the life span.
2. Examine major theories of human behaviour, personality development and learning, and apply them in understanding individuals, families and communities.
3. Analyse the influence of family, culture, social institutions and the broader social environment on human behaviour and social functioning.
4. Assess the role of personality, motivation, mental health, stress and adjustment in shaping individual behaviour and well-being.
5. Apply the knowledge of human behaviour and social environment to understand clients' problems and plan appropriate professional social work interventions.

2-Year PG Programme

SEMESTER-I
Major/CC
Course Code: MSW1014

Course: Field Work Practicum–I (Social Work Practice with Individuals, Groups and Communities)
Credit: 6 **Full Marks: 75**

Course Objectives:

1. To provide students with first-hand exposure to social work practice through concurrent field work in community and agency settings.
2. To develop professional skills in observation, communication, relationship building, recording and documentation.
3. To enable students to understand the structure, functions and programmes of social welfare agencies and community organizations.
4. To develop competencies in applying the basic methods of social work, namely case work, group work and community organization, under professional supervision.
5. To foster professional values, ethics, accountability and reflective learning essential for competent social work practice.

Course Contents

Practical: 60, LH: 90

UNIT	Contents	Hours
UNIT-I: Orientation to Social Work Field Practice	• Concept, Objectives and Importance of Field Work in Social Work Education • Concurrent Field Work: Meaning, Nature and Significance • Orientation to Professional Social Work Practice • Professional Behaviour, Ethics and Code of Conduct during Field Work • Understanding Social Welfare Agencies: Structure, Functions, Administration and Services • Observation Visits to Government Departments, Local Self-Government Institutions, NGOs, Hospitals, Schools, Child Care Institutions, Old Age Homes, Correctional Institutions and Community-based Organizations	**20H**
UNIT-II: Field-based Learning and Professional Skills	• Community Profiling and Community Mapping • Rapport Building with Individuals, Families and Community Members • Home Visits and Social Investigation • Communication Skills, Interviewing Skills and Observation Skills • Identification of Community Needs and Resources • Participation in Community Meetings, Awareness Campaigns and Extension Activities • Maintenance of Field Diary and Process Recording	**25H**
UNIT-III: Application of Social Work Methods	• Application of Case Work in Individual and Family Settings • Application of Group Work in Educational, Community and Institutional Settings • Community Organization: Community Mobilization, Resource Mapping and People's Participation • Programme Planning, Organization and Evaluation • Preparation of IEC Materials for Awareness Generation • Collaboration with Government Departments and Civil Society Organizations • Documentation of Best Practices and Success Stories	**25H**
UNIT-IV: Field Supervision, Recording and Evaluation	• Individual Conference and Group Conference • Recording in Social Work: Importance, Types and Principles • Process Recording, Summary Recording and Field Work Reports • Seminar Presentation based on Field Experiences • Self-evaluation and Reflective Learning • Viva-Voce based on Concurrent Field Work • Professional Development through Supervised Practice	**20H**

Suggested Readings:

1. Bogo, M. (2018). *Social Work Practice: Integrating Concepts, Processes and Skills* (2nd ed.). Columbia University Press.
2. Coulshed, V., & Orme, J. (2018). *Social Work Practice* (6th ed.). Palgrave Macmillan.
3. Doel, M., & Shardlow, S. (2005). *Modern Social Work Practice: Teaching and Learning in Practice Settings*. Ashgate.
4. Kadushin, A., & Harkness, D. (2014). *Supervision in Social Work* (5th ed.). Columbia University Press.
5. Rameshwari Devi, & Ravi Prakash. (2018). *Social Work Methods*. Mangal Deep Publications.
6. Sanjay Bhattacharya. (2019). *Social Work: An Integrated Approach*. Deep & Deep Publications.
7. Siddiqui, H. Y. (2015). *Social Work and Human Relations*. Rawat Publications.
8. Singh, D. K. (2017). *Field Work in Social Work Education*. New Royal Book Company.
9. Skidmore, R. A., Thackeray, M. G., & Farley, O. W. (2015). *Introduction to Social Work* (13th ed.). Pearson.
10. Subedar, I. S. (2017). *Field Work Training in Social Work*. Rawat Publications.
11. Trevithick, P. (2012). *Social Work Skills and Knowledge* (3rd ed.). Open University Press.
12. University Grants Commission. (2020). *National Education Policy 2020*. Government of India.
13. Zastrow, C. (2017). *Introduction to Social Work and Social Welfare* (12th ed.). Cengage Learning.
14. National Association of Social Workers. (2021). *Code of Ethics*. NASW Press.
15. International Federation of Social Workers. (Latest Edition). *Global Social Work Statement of Ethical Principles*.

Course Outcomes:

After completion of the course, the students will be able to:

1. Demonstrate an understanding of the objectives, philosophy and professional requirements of concurrent field work in social work education.
2. Apply professional communication, observation, interviewing, recording and documentation skills in community and agency settings.
3. Assess community needs and resources and apply the basic methods of social work—case work, group work and community organization—under professional supervision.
4. Plan, organize and evaluate community-based programmes and collaborate effectively with social welfare agencies and stakeholders.
5. Demonstrate professional ethics, accountability, reflective learning and competence through field reports, seminar presentations and supervised practice.

Evaluation Pattern (External 60, Internal Assessment 15)

Component of External Evaluation	Marks
Concurrent Field Work Performance	20
Field Diary, Recording and Documentation	20
Seminar Presentation	10
Viva-Voce	10
Total	**60**

2-Year PG Programme

SEMESTER-I
Minor Course
Course Code: MSW1021

Course: Social Entrepreneurship and Innovation **Credit: 4** **Full Marks: 75**

Course Objectives:

1. To develop an understanding of the concept, nature and significance of social entrepreneurship and social innovation in addressing social problems.
2. To familiarize students with the principles, models and processes of social enterprise development and sustainable social innovation.
3. To enable students to understand the role of social entrepreneurship in promoting inclusive development, livelihood generation and social justice.
4. To acquaint students with government initiatives, funding mechanisms, social business models and legal frameworks supporting social enterprises in India.
5. To develop entrepreneurial competencies, leadership skills and ethical values for designing innovative social interventions and sustainable community development programmes.

Course Contents

Theory: 60, LH: 60

UNIT	Contents	Hours
UNIT-I: Foundations of Social Entrepreneurship	• Concept, Meaning, Nature and Scope of Social Entrepreneurship • Characteristics and Competencies of Social Entrepreneurs • Social Innovation: Meaning, Types and Importance • Role of Social Entrepreneurship in Sustainable Development •	**15H**
UNIT-II: Social Enterprise Development and Management	• Social Enterprise: Meaning, Features and Types • Business Models for Social Enterprises • Identification of Social Problems and Opportunity Recognition • • Leadership, Team Building and Resource Mobilization • Financial Sustainability and Social Impact Measurement	**20H**
UNIT-III: Policy Framework and Institutional Support	• Government Policies and Programmes Supporting Social Entrepreneurship in India • Startup India, Skill India, National Rural Livelihood Mission (NRLM), DAY-NULM and Self Help Groups (SHGs) • Corporate Social Responsibility (CSR) and Social Enterprises • Legal and Ethical Issues in Social Entrepreneurship	**15H**
UNIT-IV: Social Entrepreneurs and Best Practices	• Contributions of Muhammad Yunus • Ela Bhatt • Dr. Verghese Kurien • Harish Hande • Anshu Gupta • Social Entrepreneurship in Rural Development, Women Empowerment, Education, Health Care and Environmental Sustainability • Case Studies of Successful Social Enterprises in India	**10H**

Suggested Readings:

1. Bornstein, D., & Davis, S. (2010). *Social Entrepreneurship: What Everyone Needs to Know.* Oxford University Press.
2. Brooks, A. C. (2009). *Social Entrepreneurship: A Modern Approach to Social Value Creation.* Pearson.
3. Dees, J. G. (2001). *The Meaning of Social Entrepreneurship.* Stanford University.
4. Dhiman, S. (2022). *Social Entrepreneurship.* Sage Publications.
5. Government of India. (2020). *National Education Policy 2020.* Ministry of Education.
6. Gregory Dees, J., Emerson, J., & Economy, P. (2002). *Strategic Tools for Social Entrepreneurs.* Wiley.
7. Nicholls, A. (Ed.). (2006). *Social Entrepreneurship: New Models of Sustainable Social Change.* Oxford University Press.

8. Praszkier, R., & Nowak, A. (2012). *Social Entrepreneurship: Theory and Practice.* Cambridge University Press.
9. Seelos, C., & Mair, J. (2005). *Social Entrepreneurship: Creating New Business Models to Serve the Poor.* Business Horizons.
10. Singh, D. K. (2019). *Social Entrepreneurship and Social Innovation.* New Royal Book Company.
11. Skoll Centre for Social Entrepreneurship. (Latest publications). University of Oxford.
12. UNESCO. (2021). *Social Innovation and Sustainable Development.* UNESCO.
13. Yunus, M. (2010). *Building Social Business.* Public Affairs.
14. Zahra, S. A., Gedajlovic, E., Neubaum, D., & Shulman, J. (2009). "A Typology of Social Entrepreneurs." *Journal of Business Venturing*, 24(5), 519–532.
15. Ministry of Skill Development and Entrepreneurship, Government of India. (Latest Edition). *Entrepreneurship Development Policy.*

Course Outcomes:

At the end of this course, the student will be able to:

1. Explain the concepts, principles and significance of social entrepreneurship and social innovation in addressing contemporary social and developmental challenges.
2. Analyse various models of social enterprises and apply entrepreneurial approaches to solve community problems through sustainable interventions.
3. Evaluate government policies, institutional support systems, funding mechanisms and legal frameworks that promote social entrepreneurship in India.
4. Design innovative and sustainable social enterprise models integrating ethical leadership, community participation and resource mobilization.
5. Critically examine the contributions of eminent social entrepreneurs and apply their best practices in promoting inclusive, equitable and sustainable social development.

2-Year PG Programme

SEMESTER-II

Major/CC
Course Code: MSW2011

Course: Social Welfare Administration and Social Policy **Credit: 6** **Full Marks: 75**

Course Objectives:

1. To acquaint the students with the concept, principles, scope and significance of social welfare administration and social policy.
2. To develop an understanding of the organizational structure, administration and management of social welfare agencies in India.
3. To enable the students to understand the formulation, implementation and evaluation of social policies and social welfare programmes.
4. To familiarize the students with the administrative procedures, financial management, project planning, monitoring and evaluation in social welfare organizations.
5. To develop professional competencies for effective administration and management of governmental and non-governmental organizations engaged in social welfare and social development.

Course Contents

Theory: 60, LH: 90

UNIT	Contents	Hours
UNIT-I: Introduction to Social Welfare Administration	• Meaning, Nature, Scope and Objectives of Social Welfare Administration • Principles of Social Welfare Administration • Historical Development of Social Welfare Administration in India • Social Welfare Organizations: Government, Non-Governmental Organizations (NGOs), Voluntary Organizations, Trusts and Societies	**15H**
UNIT-II: Organization and Management of Social Welfare Agencies	• Organizational Structure and Administrative Processes • Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting (POSDCORB) • Leadership and Decision-making • Human Resource Management in Social Welfare Organizations • Financial Administration: Budgeting, Accounting, Auditing and Resource Mobilization • Fund Raising, Corporate Social Responsibility (CSR) and Public Relations	**20H**
UNIT-III: Social Policy and Social Welfare Programmes	• Social Policy: Meaning, Objectives, Principles and Process of Policy Formulation • Constitutional Provisions relating to Social Welfare • National Policy for Older Persons • National Policy for Persons with Disabilities • National Health Policy • National Education Policy (2020) • Role of NITI Aayog in Social Development	**15H**
UNIT-IV: Project Planning, Monitoring and Evaluation	• Project Identification, Formulation and Proposal Writing • Logical Framework Approach (LFA) • Project Cycle Management • Monitoring and Evaluation: Meaning, Objectives • Social Audit • Impact Assessment • E-Governance in Social Welfare Administration • Contemporary Issues and Challenges in Social Welfare Administration	**10H**

Suggested Readings:

1. Choudhary, D. P. (2017). *Social Welfare Administration*. Atma Ram & Sons.
2. David, P. (2018). *Social Welfare Administration*. Routledge.
3. Dubois, B., & Miley, K. K. (2020). *Social Work: An Empowering Profession* (9th ed.). Pearson.
4. Goel, S. L., & Jain, R. K. (2019). *Social Welfare Administration*. Deep & Deep Publications.
5. Government of India. (2020). *National Education Policy 2020*. Ministry of Education.
6. Government of India. (Latest Edition). *India Year Book*. Publications Division.
7. Hasenfeld, Y. (2010). *Human Services as Complex Organizations* (2nd ed.). SAGE Publications.
8. Kohli, A. S., & Sharma, S. R. (2018). *Encyclopaedia of Social Welfare Administration*. Anmol Publications.
9. Kulkarni, P. D. (2015). *Social Policy and Social Development in India*. Association of Schools of Social Work in India.
10. Mishra, P. D. (2018). *Social Work: Philosophy and Methods*. Inter India Publications.
11. Sachdeva, D. R. (2017). *Social Welfare Administration in India*. Kitab Mahal.
12. Sanjay Bhattacharya. (2019). *Social Work Administration and Development*. Deep & Deep Publications.
13. Singh, D. K. (2018). *Social Welfare Administration*. New Royal Book Company.
14. Titmuss, R. M. (1974). *Social Policy*. Allen & Unwin.
15. United Nations. (2023). *Sustainable Development Goals Report*. United Nations.

Course Outcomes:

After the completion of the course, students will be able to:

1. Explain the concepts, principles, functions and scope of social welfare administration and analyse the administrative structure of social welfare organizations.
2. Analyse the organizational processes, leadership, financial management and resource mobilization strategies essential for effective management of social welfare agencies.
3. Evaluate the formulation, implementation and impact of social policies and major social welfare programmes in India.
4. Apply project planning, monitoring and evaluation techniques for effective implementation of social welfare and development programmes.
5. Demonstrate professional competencies required for planning, administration and management of governmental and non-governmental social welfare organizations.

2-Year PG Programme

SEMESTER-II

Major/CC
Course Code: PG2MSW2012

Course: Social Work Methods: Social Case Work, Social Group Work, Community Organization and Social Action
Credit: 4 **Full Marks: 75**

Course Objectives:

1. To acquaint the students with the philosophy, principles, processes and techniques of the primary methods of social work practice.
2. To develop an understanding of the theoretical foundations and professional application of social case work, social group work, community organization and social action.
3. To enable the students to develop competencies in assessment, intervention, problem-solving and empowerment using different social work methods.
4. To familiarize the students with the skills, roles and responsibilities of professional social workers in diverse practice settings.
5. To develop the ability to integrate various methods of social work practice for promoting social justice, community participation and sustainable development.

Course Contents

Theory: 60, LH: 60

UNIT	Contents	Hours
UNIT-I: Social Case Work	• Meaning, Nature, Objectives and Scope of Social Case Work • Historical Development of Social Case Work • Principles of Social Case Work • Components of Social Case Work: Person, Problem, Place and Process • Case Work Process: Intake, Study, Assessment, Intervention, Evaluation, Termination and Follow-up • Techniques and Skills in Social Case Work • Application of Social Case Work in Family Welfare, Schools, Hospitals, Industries and Correctional Institutions	**15H**
UNIT-II: Social Group Work	• Meaning, Nature, Objectives and Scope of Social Group Work • Principles of Social Group Work • Types of Groups • Group Formation and Group Dynamics • Programme Planning in Group Work • Role of Social Worker in Group Work Practice	**15H**
UNIT-III: Community Organization	• Meaning, Concept, Objectives and Scope of Community Organization • Models of Community Organization: Locality Development, Social Planning and Social Action (Jack Rothman) • Principles and Process of Community Organization • Community Mobilization and People's Participation • Community Leadership Development • Participatory Rural Appraisal (PRA) • Resource Mobilization • Community Organization in Rural, Urban and Tribal Settings	**15H**
UNIT-IV: Social Action and Integrated Social Work Practice	• Meaning, Objectives and Principles of Social Action • Advocacy, Campaigning, Lobbying, Networking and Coalition Building • Rights-Based Approach to Social Work Practice • Contemporary Issues in Professional Social Work Practice	**15H**

Suggested Readings:

1. Batra, N. (2019). *Dynamics of Social Case Work in India*. Concept Publishing Company.
2. Bhattacharya, S. (2018). *Social Work: An Integrated Approach*. Deep & Deep Publications.
3. Bradford, W. S. (2016). *Social Group Work*. Rawat Publications.
4. Friedlander, W. A. (1977). *Concepts and Methods of Social Work*. Prentice Hall.
5. Konopka, G. (1963). *Social Group Work: A Helping Process*. Prentice Hall.
6. Ross, M. G. (2018 Reprint). *Community Organization: Theory, Principles and Practice*. Harper & Row.
7. Siddiqui, H. Y. (2015). *Social Work and Human Relations*. Rawat Publications.
8. Singh, D. K. (2019). *Social Work Methods*. New Royal Book Company.
9. Skidmore, R. A., Thackeray, M. G., & Farley, O. W. (2015). *Introduction to Social Work*. Pearson.
10. Surendra Singh. (2018). *Encyclopaedia of Social Work in India*. New Royal Book Company.
11. Trevithick, P. (2012). *Social Work Skills and Knowledge*. Open University Press.
12. Zastrow, C. (2017). *Introduction to Social Work and Social Welfare*. Cengage Learning.
13. Cox, D., & Pawar, M. (2020). *International Social Work*. SAGE Publications.
14. Lee, J. A. B. (2001). *The Empowerment Approach to Social Work Practice*. Columbia University Press.
15. International Federation of Social Workers. (Latest Edition). *Global Standards for Social Work Education and Training*.

Course Outcomes:

On successful completion of the course, the learners will be able to:

1. Explain the philosophy, principles, processes and techniques of social case work, social group work, community organization and social action.
2. Apply appropriate social work methods and intervention strategies for addressing individual, group and community problems in diverse settings.
3. Analyse community needs, mobilize resources and facilitate people's participation for community development and social change.
4. Evaluate the roles, functions and professional responsibilities of social workers in different fields of practice while adhering to ethical standards.
5. Integrate various social work methods to promote empowerment, social justice, human rights and sustainable community development.

2- Year PG Programme

SEMESTER-II

Major/CC
Course Code: PG2MSW2013

Course: Social Justice, Human Rights and Social Work Legislation **Credit: 4** **Full Marks: 75**

Course Objectives:

1. To acquaint the students with the concepts, principles and philosophical foundations of social justice, human rights and social legislation.
2. To develop an understanding of the constitutional framework, legal provisions and welfare legislations for the protection of vulnerable and marginalized populations in India.
3. To familiarize students with national and international human rights instruments and institutions for the promotion and protection of human rights.
4. To enable students to analyse the role of social workers in promoting legal awareness, advocacy, social justice and human rights.
5. To develop professional competencies for applying social legislations and human rights principles in social work practice.

Course Contents

Theory: 60, LH: 60

UNIT	Contents	Hours
UNIT-I: Social Justice and Human Rights	• Meaning, Nature and Principles of Social Justice • Equality, Equity, Liberty, Fraternity and Social Inclusion • Concepts and Evolution of Human Rights • Generations of Human Rights • Universal Declaration of Human Rights (UDHR), 1948 • Role of United Nations in Human Rights Protection	**15H**
UNIT-II Constitutional Provisions and Human Rights Institutions	• Fundamental Rights • Directive Principles of State Policy • Fundamental Duties • Constitutional Safeguards for Scheduled Castes, Scheduled Tribes, Women, Children, Minorities and Persons with Disabilities • National Human Rights Commission (NHRC) • National Commission for Women (NCW) • National Commission for Protection of Child Rights (NCPCR) • National Commission for Scheduled Castes (NCSC) • National Commission for Scheduled Tribes (NCST)	**15H**
UNIT-III: Social Welfare Legislations in India	• Juvenile Justice (Care and Protection of Children) Act, 2015 • Protection of Women from Domestic Violence Act, 2005 • Protection of Children from Sexual Offences (POCSO) Act, 2012 • Rights of Persons with Disabilities Act, 2016 • Maintenance and Welfare of Parents and Senior Citizens Act, 2007 • Mental Healthcare Act, 2017 • Transgender Persons (Protection of Rights) Act, 2019 • Protection of Human Rights Act, 1993	**20H**
UNIT-IV: Human Rights Practice and Social Work	• Human Rights-Based Approach (HRBA) in Social Work • Legal Aid and Access to Justice • Public Interest Litigation (PIL) • Social Advocacy and Rights-Based Campaigns • Role of Social Workers in Protection of Human Rights • Human Rights Education	**10H**

Suggested Readings:

1. Awasthi, S. K., & Awasthi, R. K. (2020). *Human Rights in India*. Orient BlackSwan.
2. Basu, D. D. (2022). *Introduction to the Constitution of India* (26th ed.). LexisNexis.
3. Bhattacharya, S. (2018). *Social Work: An Integrated Approach*. Deep & Deep Publications.
4. Baxi, U. (2013). *The Future of Human Rights* (3rd ed.). Oxford University Press.
5. Gangrade, K. D. (2019). *Social Legislation in India*. Concept Publishing Company.
6. Government of India. (Latest Edition). *The Constitution of India*. Ministry of Law and Justice.
7. Kapoor, S. K. (2021). *Human Rights under International Law and Indian Law*. Central Law Agency.
8. Makkar, S. P. (2020). *Human Rights and Social Justice*. Pearson India.
9. National Human Rights Commission. (Latest Edition). *Human Rights Manual*. NHRC.
10. Reamer, F. G. (2018). *Social Work Values and Ethics* (5th ed.). Columbia University Press.
11. Singh, D. K. (2019). *Social Work and Human Rights*. New Royal Book Company.
12. United Nations. (1948). *Universal Declaration of Human Rights*. United Nations.
13. United Nations. (1966). *International Covenant on Civil and Political Rights*. United Nations.
14. United Nations. (1966). *International Covenant on Economic, Social and Cultural Rights*. United Nations.
15. Wronka, J. (2017). *Human Rights and Social Justice: Social Action and Service for the Helping Professions* (3rd ed.). SAGE Publications.

Course Outcomes:

On successful completion of the course, the learners will be able to:

1. Explain the concepts, principles and philosophical foundations of social justice, human rights and social work legislation.
2. Analyse the constitutional provisions, human rights instruments and institutional mechanisms for protecting the rights of vulnerable and marginalized populations.
3. Evaluate major social welfare legislations and apply their provisions in professional social work practice.
4. Demonstrate the ability to promote legal awareness, advocacy, legal aid and rights-based interventions for individuals, groups and communities.
5. Apply the principles of social justice, human rights and professional ethics in planning and implementing social work interventions for inclusive and equitable social development.

2-Year PG Programme

SEMESTER-II

Major/CC
Course Code: PG2MSW2014

Course: Field Work Practicum–II (Advanced Professional Practice) Credit: 4 Full Marks: 75

Course Objectives:

1. To strengthen professional competencies through advanced supervised field practice in diverse social work settings.
2. To enable students to apply social work theories, methods and techniques in addressing complex social problems of individuals, groups and communities.
3. To develop professional skills in assessment, intervention, documentation, advocacy, networking and programme management.
4. To enhance students' competencies in interdisciplinary collaboration, professional ethics, leadership and reflective practice.
5. To prepare students for independent professional practice through continuous supervision, evaluation and critical reflection.

Course Contents

Practical: 60, LH: 60

UNIT	Contents	Hours
UNIT-I: Advanced Concurrent Field Work	• Orientation to Advanced Professional Practice • Placement in Government Organizations, NGOs, Hospitals, Schools, Correctional Institutions, Industries, Rural and Urban Community Development Projects • Professional Conduct and Ethical Standards • Understanding Organizational Structure, Administration and Service Delivery • Preparation of Individual Learning Plan • Identification of Client Systems and Community Needs	**15H**
UNIT-II: Professional Intervention and Practice Skills	• Professional Assessment and Intervention with Individuals, Families, Groups and Communities • Case Work, Group Work and Community Organization in Practice • Advocacy, Counselling, Referral and Rehabilitation • Crisis Intervention and Conflict Resolution • Programme Planning and Community Mobilization • Networking with Government Departments and Community-Based Organizations	**15H**
UNIT-III: Documentation, Recording and Professional Supervision	• Maintenance of Field Work Diary • Process Recording, Case Recording and Group Recording • Documentation of Community Organization Activities • Preparation of Agency Profile and Community Profile • Project Documentation and Report Writing • Individual Conference, Group Conference and Faculty Supervision • Professional Self-Reflection and Ethical Decision-Making	**15H**
UNIT-IV: Evaluation and Professional Development	Seminar Presentation based on Field Experiences • Case Presentation and Practice Review • Evaluation of Professional Competencies • Monitoring and Evaluation of Social Work Interventions • Viva-Voce • Preparation of Comprehensive Field Work Report • Reflective Learning and Professional Development Plan	**15H**

Suggested Readings:

1. Bogo, M. (2018). *Social Work Practice: Integrating Concepts, Processes and Skills* (2nd ed.). Columbia University Press.
2. Coulshed, V., & Orme, J. (2018). *Social Work Practice* (6th ed.). Palgrave Macmillan.
3. Doel, M., & Shardlow, S. (2005). *Modern Social Work Practice: Teaching and Learning in Practice Settings*. Ashgate.
4. Kadushin, A., & Harkness, D. (2014). *Supervision in Social Work* (5th ed.). Columbia University Press.
5. Rameshwari Devi, & Ravi Prakash. (2018). *Social Work Practice*. Mangal Deep Publications.
6. Sanjay Bhattacharya. (2019). *Social Work: An Integrated Approach*. Deep & Deep Publications.
7. Siddiqui, H. Y. (2015). *Social Work and Human Relations*. Rawat Publications.
8. Singh, D. K. (2019). *Field Work Practicum in Social Work Education*. New Royal Book Company.
9. Skidmore, R. A., Thackeray, M. G., & Farley, O. W. (2015). *Introduction to Social Work*. Pearson.
10. Subedar, I. S. (2017). *Field Work Training in Social Work*. Rawat Publications.
11. Trevithick, P. (2012). *Social Work Skills and Knowledge* (3rd ed.). Open University Press.
12. Reamer, F. G. (2018). *Social Work Values and Ethics* (5th ed.). Columbia University Press.
13. National Association of Social Workers. (2021). *Code of Ethics*. NASW Press.
14. International Federation of Social Workers. (Latest Edition). *Global Social Work Statement of Ethical Principles*.
15. University Grants Commission. (2020). *National Education Policy 2020*. Government of India.

Course Outcomes:

On successful completion of the course, the learners will be able to:

1. Demonstrate professional competence in applying social work theories, methods and skills in diverse field settings under professional supervision.
2. Assess individual, group and community needs and implement appropriate intervention strategies using professional social work methods.
3. Prepare and maintain professional records, field diaries, case reports, agency reports and other documentation following ethical and professional standards.
4. Collaborate effectively with multidisciplinary teams, community organizations and governmental and non-governmental agencies in planning and implementing social welfare programmes.
5. Demonstrate professional values, ethical practice, leadership, reflective learning and accountability through field work reports, seminar presentations and viva-voce.

Evaluation Pattern (External 60, Internal Assessment 15))

Component of External Evaluation	Marks
Concurrent Field Work Performance	20
Field Diary, Recording and Documentation	20
Seminar Presentation	10
Viva-Voce	10
Total	**60**

2-Year PG Programme

SEMESTER-II

Minor Course
Course Code: PG2MSW2021

Course: Counselling Skills and Life Skills **Credit: 4** **Full Marks: 75**

Course Objectives:

1. To develop an understanding of the concepts, principles and approaches of counselling and life skills education.
2. To acquaint students with the theories, techniques and processes of counselling applicable in educational, health, family and community settings.
3. To develop essential communication, interpersonal and helping skills required for effective counselling.
4. To enable students to understand the significance of life skills in promoting mental health, resilience and psychosocial well-being.
5. To prepare students to apply counselling and life skills in addressing individual, family and community problems.

Course Contents

Theory: 60, LH: 60

UNIT	Contents	Hours
UNIT-I: Introduction to Counselling	• Meaning, Nature and Scope of Counselling • Principles and Objectives of Counselling • Need and Importance of Counselling • Types of Counselling: Educational, Vocational, Personal, Family, Marital, Career and Crisis Counselling • Qualities and Professional Ethics of a Counsellor	**15H**
UNIT-II: Counselling Process and Techniques	• Stages of Counselling Process • Communication Skills in Counselling • Interviewing Skills • Active Listening • Empathy • Rapport Building • Observation and Questioning Skills • Counselling Approaches: Person-Centred, Behavioural, Cognitive Behavioural and Solution-Focused Counselling • Individual and Group Counselling	**15H**
UNIT-III: Life Skills Education	• Meaning and Importance of Life Skills • WHO Core Life Skills • Self-awareness • Empathy • Effective Communication • Interpersonal Relationship • Decision Making • Problem Solving • Critical Thinking • Creative Thinking • Coping with Stress • Coping with Emotions • Life Skills for Adolescents, Youth, Women, Older Persons and Vulnerable Groups	**15H**
UNIT-IV: Applications of Counselling and Life Skills	• Counselling in Educational Institutions • Family and Marriage Counselling • School and College Mental Health • Addiction Counselling • Crisis and Disaster Counselling • Counselling for Children, Women, Senior Citizens and Persons with Disabilities • Digital Counselling and Tele-counselling • Contemporary Challenges in Counselling Practice	**15H**

Suggested Readings:

1. Corey, G. (2021). *Theory and Practice of Counseling and Psychotherapy* (10th ed.). Cengage Learning.
2. Gladding, S. T. (2021). *Counseling: A Comprehensive Profession* (9th ed.). Pearson.
3. Gibson, R. L., & Mitchell, M. H. (2019). *Introduction to Counseling and Guidance* (8th ed.). Pearson.
4. Nelson-Jones, R. (2017). *Basic Counselling Skills: A Helper's Manual* (4th ed.). SAGE Publications.
5. McLeod, J. (2019). *An Introduction to Counselling* (6th ed.). Open University Press.
6. Rao, S. N. (2018). *Counselling and Guidance*. McGraw Hill.
7. Singh, Y. K. (2017). *Guidance and Counselling*. APH Publishing.
8. WHO. (1999). *Partners in Life Skills Education*. World Health Organization.
9. WHO. (2020). *Life Skills Education Toolkit*. World Health Organization.

10. UNICEF. (2019). *Life Skills Education and Citizenship Education*. UNICEF.
11. Capuzzi, D., & Stauffer, M. (2020). *Counselling and Psychotherapy: Theories and Interventions*. Wiley.
12. Dryden, W. (2018). *Developing Counselling Skills*. SAGE Publications.
13. Cormier, S., Nurius, P. S., & Osborn, C. J. (2016). *Interviewing and Change Strategies for Helpers*. Cengage Learning.
14. National Institute of Mental Health and Neurosciences (NIMHANS). (Latest Publications). *Mental Health Promotion and Counselling*.
15. University Grants Commission. (2020). *National Education Policy 2020*. Government of India.

Course Outcomes:
After successful completion of the course, the learners will be able to:

1. Explain the concepts, principles and approaches of counselling and life skills education.
2. Demonstrate effective communication, interviewing and helping skills required for professional counselling.
3. Apply appropriate counselling techniques to address educational, personal, family and community issues.
4. Promote life skills, psychosocial well-being and mental health among individuals and groups across different settings.
5. Integrate counselling skills and life skills education in professional and community-based interventions for holistic human development.