M.S.W. (Regular)
(Semester-I, II, III & IV)
(CBCS) – 2016-2017

(NEW)

Department of Social Work,

Palamuru University, Mahabubnagar

Telangana-509 001.

DEPARTMENT OF SOCIAL WORK
PALAMURU UNIVERSITY, MAHABUB NAGAR, TELANGANA.

Minutes of the meeting of Board of Studies in Social Work (PG) is held on **22.09.2016** at **10.30 am** in the Department of Sociology/Social Work, Osmania University, Hyderabad.

Members present:

1. Prof. C. Ganesh, OU	Chairman	
2. Dr. Vishnu Dev, OU	Member	
3. Dr. M. Vijay Kumar Sharma, TU	Member	
4. Mr. T. Sridhar, OU	Member	

Resolutions:

1. The members of the BOS have thoroughly discussed about the existing syllabus and revised it in accordance with the requirements of CBCS. (A copy of the revised syllabus in a CBCS pattern is enclosed).

2. It is unanimously resolved to request the University authorities to continue the existing budgetary allocation for rural camp and study tour for the students and faculty of Social Work.

3. It is also resolved to request the University authorities to enhance the grant for rural camp to Rs. 20,000=00 (Rupees Twenty Thousand only) and to study tour Rs. 50,000=00 (Rupees Fifty Thousand only), since the earlier allocation was not sufficient to meet the expenditure related to rural camp and study tour.

4. It is also resolved to request the University authorities to allow the faculty members of the Department of Social Work, PU to act as the external examiners.

5. The BOS has also identified the external examiners for the paper setting and paper evaluation of MSW Course. (List of examiners enclosed).

6. It is also resolved that the existing syllabus will be applicable to the MSW Course which is offered under Non-CBCS pattern.

7. It is also resolved to offer "Corporate Social Responsibility-CSR" as the Inter Disciplinary (I. D) paper at the level of IIIrd Semester.

1

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK
OSMANIA UNIVERSITY
HYDERABAD-500 007

Head
Department of Sociology
Osmania University
Hyderabad-500 007

8. It is resolved to introduce and incorporate the latest schemes initiated by the Government of Telangana in the syllabi and wherever there is a term Andhra Pradesh, it is replaced with Telangana State.

9. It is resolved to incorporate DSM V and ICD 10 in a paper entitled Medical and Psychiatric Social Work.

10. It is resolved the specialization papers have to be taught by the teacher who have academic qualification in the concerned/generic/ specialization.

11. It is resolved that contemporary relevant schemes and programs of Government needed to be incorporated in the syllabi.

Semester I

Paper I. Social Work profession, Philosophy and Ideology
Paper II. Social Case Work
Paper III. Social Work Practicals-I (Observational Visits)
Elective I

    Paper IV (a) Social Policy and Planning
    Paper IV (b) NGO Management
Elective II

    Paper V (a) Social Development and Sustainable Development
    Paper V (b) Legal Systems and Social Legislations in India

Seminar

Semester II

Paper I. Individual and Society
Paper II. Social Group Work
Paper III. Social Work Practicals-II
Elective I

    Paper IV (a) Dynamics of Human Behavior
    Paper IV (b) Women and Child Welfare
Elective II

    Paper V (a) Counseling, Theory and Practice
    Paper V (b) Human Resource Management

Mini Research/Project Report

Semester III

Paper I. Community Organization and Social Action
Paper II. Social Work Research
Paper III. Social Work Practicals-III

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK
OSMANIA UNIVERSITY
HYDERABAD-500 007

Head
Department of Sociology
Osmania University
Hyderabad-500 007

Elective I
  Paper IV (a) Urban Community Development- I
  Paper IV (b) Psychiatric Social Work I
  Paper IV (c) Management Information Systems
Elective II
  Paper V (a) Rural and Tribal Community Development -I
  Paper V (b) Medical Social Work and Community Health- I
  Paper V (c) Labour Legislations

Interdisciplinary Paper: Corporate Social Responsibility (CSR)

Dissertation

Semester IV
  Paper I. Social Welfare Administration
  Paper II. Social Statistics
  Paper III. Social Work Practicals-IV
Elective I
  Paper IV (a) Urban Community Development- II
  Paper IV (b) Psychiatric Social Work- II
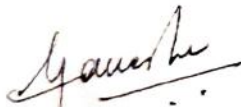 Paper IV (c) Organization Development and Behavior
Elective II
  Paper V (a) Rural and Tribal Community Development -II
  Paper V (b) Medical Social Work and Community Health II
  Paper V (c) Industrial Relations and Labour Welfare

Social Work Internship (Block Placement)

(Prof. C. Ganesh)
BOS – Chairman
Board of Studies
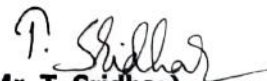Department of Sociology
ria University, Hyderabad.

(Dr. Vijay Kumar Sharma)
BOS –Member

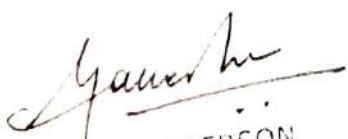**(Dr. Vishnu Dev)**
BOS -Member

(Mr. T. Sridhar)
BOS -Member

SCHEME OF INSTRUCTION & EXAMINATION

M. S. W. (REGULAR)

CHOICE BASED CREDIT SYSTEM (CBCS) 2016 – 2017

SEMESTER – I

SI No.	Paper	Paper Title	Scheme of Instruction (Hours per week)	Credits	Scheme of Examination Internal and Semester
1.	Paper-I	Social Work Profession Philosophy and Ideology	5	5	20 + 80 = 100
2.	Paper-II	Social Case Work	5	5	20 + 80 = 100
3.	Paper-III	Social Work Practicals – I	5	5	50 + 50 = 100
4.	Elective-I				
	Paper-IV (a)	Social Policy & Planning	4	4	20 + 80 = 100
	Paper-IV (b)	NGO Management			
5.	Elective-II				
	Paper-V (a)	Social Development & Sustainable Development	4	4	20 + 80 = 100
	Paper-V (b)	Legal Systems and Social Legislations in India			
6.		*Seminar	2	1	(10+15) 25
		TOTAL	25	24	525

*10Marks for writeup 15Marks for presentation.

CHAIRPERSON
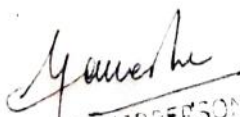DEPARTMENT OF SOCIAL WORK
OSMANIA UNIVERSITY,
HYDERABAD-500 007

SCHEME OF INSTRUCTION & EXAMINATION

M. S. W. (REGULAR)

CHOICE BASED CREDIT SYSTEM (CBCS) 2016 – 2017

SEMESTER – II

Sl No.	Paper	Paper Title	Scheme of Instruction (Hours per week)	Credits	Scheme of Examination Internal and Semester
1.	Paper-I	Individual and Society	5	5	20 + 80 = 100
2.	Paper-II	Social Group Work	5	5	20 + 80 = 100
3.	Paper-III	Social Work Practicals – II	5	5	50 + 50 = 100
4.	Elective-I				
	Paper-IV (a)	Dynamics of Human Behavior	4	4	20 + 80 = 100
	Paper-IV (b)	Women and Child Welfare			
5.	Elective-II				
	Paper-V (a)	Counseling, Theory and Practice	4	4	20 + 80 = 100
	Paper-V (b)	Human Resource Management			
6.		Mini Research / Project Report	2	1	25
		TOTAL	25	24	525

CHAIRPERSON
DEPART... ...SOCIAL WORK
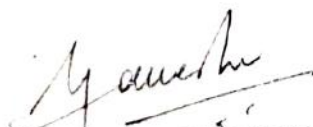OSMA... ...UNIVERSITY,
HYDERABAD-50... 007

SCHEME OF INSTRUCTION & EXAMINATION

M. S. W. (REGULAR)

CHOICE BASED CREDIT SYSTEM (CBCS) 2016 – 2017

SEMESTER – III

SI No.	Paper	Paper Title	Scheme of Instruction (Hours per week)	Credits	Scheme of Examination Internal and Semester
1.	Paper-I	Community Organization and Social Action	5	5	20 + 80 = 100
2.	Paper-II	Social Work Research	5	5	20 + 80 = 100
3.	Paper-III	Social Work Practicals - III	5	5	50 + 50 = 100
4.	Elective-I				
	Paper-IV (a)	Urban Community Development-I			
	Paper-IV (b)	Psychiatric Social Work-I	4	4	20 + 80 = 100
	Paper –IV(c)	Management Information Systems			
5.	Elective-II				
	Paper-V (a)	Rural and Tribal CommunityDevelopment-I			
	Paper-V (b)	Medical Social Work & Community Health-I	4	4	20 + 80 = 100
	Paper –V(c)	Labour Legislations			
6.	Paper –VI (ID -Paper)	Corporate Social Responsibility	2	2	10 + 40 = 50
6.		Dissertation	2	1	25 + 25 = 50
	TOTAL		27	26	600

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK.
OSMANIA UNIVERSITY,
HYDERABAD-500 007

SCHEME OF INSTRUCTION & EXAMINATION

M. S. W. (REGULAR)

CHOICE BASED CREDIT SYSTEM (CBCS) 2016 – 2017

SEMESTER – IV

Sl No.	Paper	Paper Title	Scheme of Instruction (Hours per week)	Credits	Scheme of Examination Internal and Semester
1.	Paper-I	Social Welfare Administration	5	5	20 + 80 = 100
2.	Paper-II	Social Statistics	5	5	20 + 80 = 100
3.	Paper-III	Social Work Practicals - IV	5	5	50 + 50 = 100
4.	Elective-I				
	Paper-IV (a)	Urban Community Development-II			
	Paper-IV (b)	Psychiatric Social Work-II	4	4	20 + 80 = 100
	Paper -IV(c)	Organization Development & Behaviour			
5.	Elective-II				
	Paper-V (a)	Rural and Tribal Community Development-II			
	Paper-V (b)	Medical Social Work & Community Health-II	4	4	20 + 80 = 100
	Paper-V(c)	Industrial relations & Labour Welfare			
6.		Block Placement	2	1	25+25=50
		TOTAL	25	24	550

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK.
OSMANIA UNIVERSITY.
HYDERABAD-500 007

Paper – I : Social Work Profession, Philosophy and Ideology

*Unit – 1

Study of concepts: Social welfare, social service and social work. The religious, philanthropic, rationalistic, humanistic and modern philosophical base for social work. Overview of the historical development of social work in U.K. , USA, and India. Goals of social work : Development, promotional, remedial and ameliorative.

*Unit – 2

Social service tradition in Indian culture. : Approach to person in need, ideology of Indian Voluntary organisations and voluntary action.

Unit – 3

Social reform movement: contribution of major social reformers of the 19th and 20th century and their contribution to social welfare, relevance, applicability contribution of the reforms to development of social work profession and reformers of medieval India, Bhakti and Sufi movement, a broad over view.
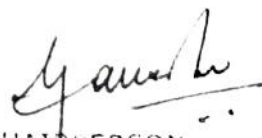
*Unit – 4

Emergence and development of professional social work. : Basic principles, Values, ethics and functions, of Professional social work. Gandhian ideology: Contribution to social work profession, social welfare and social action.

*Unit – 5

Fields of social work practice: family & child welfare, medical & psychiatric social work, correctional social work, urban , rural and tribal community development, industrial social work, Inter relatedness of all these areas to have a holistic perspective.

BOOKS RECOMMENDED

A.R. Wadia   History and philosophy of social work
                    Bombay, Allied, 1961

C.C.E.T.S.W.   Values in social work

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD

London C.C.E.T.S.W., 1976

Friedlander, W.A.

Concepts and methods of social work
Englewood, prentice hall

Gangule B.N.

Gandhi's social philosophy,
Vikas publications, Delhi, 1965

Lurie H.L.

Encyclopedia of social work vol., 1 2 3
New York National Association of social workers, 1965

Fink A.E.

The Field of social work
New York, Henry Holt company, 1945

Younghusband E.

Social work and social values-vol III
London, George, Allen, Unwin.

Gore M.S.

Social work and social work education
Bombay, Asia publishing House, 1965

Mishra P.D.

Social Work Philosophy and Methods, Interindia,
Publications, New Delhi, 1994.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY.
HYDERABAD-500 007.

Paper – II: Social Case Work

Unit – 1

Methods of Social Work: Definition and objectives of working with individuals, values and principles related to working with individuals. Process of social casework.

Unit – 2

Theories and models of helping individuals: psychoanalytical, psychosocial, problem solving, techniques, family and therapy. Critical analysis of these approaches and their use in the Indian context.

Unit – 3

Social casework communication skills: Ways to enhance effective communication, relationships, transference, counter transference and interviewing.

Unit – 4

Use of social casework method in different settings like schools, health, industry, and welfare agency. Understand role as a change agent, therapist, social advocate and the worker – client relationship. Recording in social case work: Types and uses.

Unit –5

Application of skills and techniques in social casework. Study, Review and Analysis of cases related to social casework and presentation of cases.

BOOKS RECOMMENDED

Friedlander W.A. (ed) Concepts and Methods of social Work,
New Delhi, Prentice Hall. 1978.

Biesteck, F.P.   The Case Work Relationship,
London, Unwin. 1957.

Perlman, H.H.   Social Case Work – A Problem Solving Process,
Chicago, Chicago University Press. 1957.

Farard, M.L. & M.K.   The Case Worker's use of Hunnybun relationships,
London, Tavistock. 1962.

Roberts, R.W and Nev R. H.	Theories of Social Case Work, Chicago, Chicago University Press. 1970.
Turner, F. (ed)	Social Work Treatment, New York, The Free Press. 1974.
Hamilton. G.	Theory and Practice of Social Case Work, New York, Colombia, University Press. 1940.
Mathew. G.	An Introduction of Social Case Work, TISS. India Printing House, Bombay. 1992.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007.

Paper – III : Social Work Practicals – I :

Guidelines will be given to the students, by their respective faculty members.

*Social Work Practicals – 1 consists of observational visits, rural visit and concurrent field work..

*OBJECTIVES OF SOCIAL WORK PRACTICALS
1. To expose the students to social realities and problem situations.
2. To develop in – depth understanding among the students about the placement setting in particular and social work fields in general.
3. To foster and develop among the students professional attitude, qualities and ethics required for a Professional Social Worker.

*OBJECTIVES OF OBSERVATIONAL VISITS:

- To expose to different fields of Social Work.
- To know the practice of Social Work methods.
- To observe the role of Professional Social Worker in that particular setting.
- To observe the physical conditions of agencies
- To know the administrative structure of the organizations.

*OBJECTIVES OF RURAL VISIT
1. To gain acquaintance with the reality of rural life and develop sensitivity towards them.
2. To have an opportunity to discuss problems with those affected directly by them and officials involved in their delivery system.
3. To understand the problems in planning and programming and the problems between planning and execution at the local level.
4. To experience group living, observe group dynamics and share the oneness that the students of a class have which otherwise goes unrecognized through, the stresses of daily classroom routine.
5. To provide learning in the methods of organization, planning and evaluation of visits.

*Students will be placed in an NGO, through which they continue their Concurrent Field Work in the community which was taken for field work.

*CONTENT OF CONCURRENT FIELD WORK
1. Studying the organization, history, objectives, programmes, administrative structure and funding procedure.
2. Studying the community setting in detail and developing an in-depth understanding of the field. And reporting their study in the form of a special report (Content of the Report is GIVEN BELOW:).

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007.

REPORT ON COMMUNITY

1. History
2. Physical conditions and facilities.
3. housing Conditions
4. Social Composition (religion, casete, social status, etc.)
5. Education, Health, sanitation and hygiene.
6. Culture/Life style/daily routine of men. Women and Different occupational groups.
7. Leadership (formal & informal).
8. Problems of the community and
9. Initiatives taken for the improvement of the locality.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007.

ELECTIVE -I

Paper IV (a) – Social Policy and Planning

Unit – 1
Concept of Social policy, Social welfare policy, relationship between social policy and social development, values underlying social policy, sources of social policy (DPSP, FR, and HR) issues of social policy ,different models of social policy and their applicability to the Indian situation.

Unit – 2
Process of social policy formulation, approaches to social policy: unified, integrated and sectoral, the contribution of research, role of interest groups. Role of professional social worker in policy formulation, planning and implementation.

Unit – 3
Evaluation of social policy in India, an over view of historical perspective in development of social welfare services. Sectoral policies and their implementation: Education, health, Social welfare, Women and children, Urban/Rural/Tribal development, poverty and gender related issues. Housing, population, family welfare, environment and ecology.

Unit – 4
Concept of social and development planning in India. Constitutional Position of planning in India, planning in India, planning commission of India, composition, legal status of planning commission, functions, process coordination at national, state and district level. Implementation of social planning at various levels.

A broad review of five year plans with emphasis on the objectives of growth and social justice with special reference to weaker sections.

BOOKS RECOMMENDED

Macpherson Stewart   Social policy in third world: The social dilemmas of
                     Underdevelopment Sussex: wheatsheaf Books Limited.

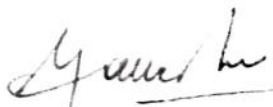Titmus, R.M.   social policy: An introduction,
                           London George Allen and Uwin

Sharma P.N.   Social planning: concepts and techniques
Shastri C.   Lucknow print house.

Gokhale S.D.   Social welfare: Legend and legacy
                           Bombay: popular praksham

Mahesh Chand &   Regional Planning in India, Allied Publisher,

Puri V.K.   New Delhi, 1983.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK.
OSMANIA UNIVERSITY.
HYDERABAD-500 007

Paper IV(b) – NGO Management

Unit – 1
Voluntary agencies – Registration, grant-in-aid and eligibility. Types of non-profit organisation.

Unit – 2
Record keeping, reporting, research evaluation, public relations and inter agency, intra-agency interaction process. Decision making, motivation, human resource development, participation, authority, leadership and coordination.
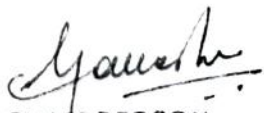
Unit – 3
International, bilateral funding of NGO's. Fund raising, financial management and budget preparation.

Unit – 4
Project proposal: Need, Objectives and elements of project proposal. Development projects: Monitoring and evaluation cycle. Social impact assessment studies, Skills and techniques: Problem analysis, resource mobilisation, conflict resolution, organising meetings, documentation, networking, training, lobbying and advocacy.

BOOKS RECOMMENDED

A.R. Dadia — History & Philosophy of Social Work, Bombay, Allied, 1961.

Lurie H.L. — Encyclopedia of Social Work, Vol., 2,3., New York National Association of Social Workers, 1965.

Gore M.S. — Social Work & Social Work Education, Bombay, Asia Publishing House, 1965.

Fink A.E. — The Field of Social Work, New York, Henry Holt Company, 1945.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007

ELECTIVE –II

Paper – V(a) : Social Development & Sustainable Development

*Unit – 1
Social development : definition, features indicators, approaches and strategies.

Unit – 2
Characteristics of under developed, developing and developed economies. Role of social welfare In the transformation of the developing societies.

*Unit – 3
New economic policy, globalization – its impact on developing societies.
World bank, WTO, IMF – Its role and impact on developing societies.

*Unit – 4
Sustainable development: Definition, pre-requisites, features ,components, strategies and approaches. Areas of sustainable development , strategies for withdrawal.

BOOKS RECOMMENDED

Kulkarni P.D.	Social Policy and Social development in India Madras, Association of school of social work in India.
Hajra Kumar	Social Work, Social Development & Sustainable development.
Gore M.S.	Social Development, Rawat Publications, Jainpur, 1989.
Jacob K.K.	Social Development Perspectives, Himanshu Publications, Udaipur 1992
Bedi M.S.	Social Development & Social Work, Himanshu Publicaitons, Udaipur,1994

Ministry of Welfare , 1987 Encyclopaedia of Social Work in India.

B.M.Sharma Roop Singh Bareth	Good Governance, Globalisation and Civil Society, Rawat Publications, Jaipur 2004.
M.K.Bhat, Anitha Cheria, Edwin	Life Goes On…. The Centre for Innovation in voluntary action. (CIVA),U.K.1999.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK.
OSMANIA UNIVERSITY.
HYDERABAD-500 007.

Michael Todaro   Economic development in the third world , orient long man , Hyd.,1993
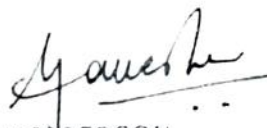
Rashmi Jain   Communicating Rural Development – Strategies and Alternatives, Rawat Publications, Jaipur 2003.

Joel SGR Bhose   NGO's and Rural Development –Theory and Practice , Concept Publishing House , New Delhi , 2003.

James Midgley   Social Welfare in global context , Sage Publications 1997.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY
HYDERABAD-500 007.

Paper V(b) – Legal Systems and Social Legislations in India

*Unit 1
Indian constitution salient features, i.e. Unitary & Federal features, Social Ideals of Indian Constitution. Fundamental rights and Directive Principles of State policy.

*Unit - II
Concept of Rights: Legal rights, Civil rights under criminal procedure code , equality before law, rights of children , women, scheduled castes and scheduled tribes.

*Unit III
Overview of legislation pertaining to social welfare : Laws effecting social institutions, Law Protecting interest of children, youth, SC'S & ST'S , Laws relating to correctional administration, Laws for treatment of social problems, legislation on social security measures and people with disability Act 1975.

*Unit IV
Legal Aid: History, Concept & Need. Who needs legal aid, Legal aid schemes and Problems,Public Interest Litigation, History, Concept, Processes and Problems. Need for Social Workers Intervention.

BOOKS RECOMMENDED

Aranha T.   Social Advocacy – perspective of Social Work, Bombay: College of Social Work.

Buxi. U. 1982   Alternatives in Development: Law, the crisis of the Indian Legal System, New Delhi: Vikas Publishing House.

Desai, A.E (ed) 1986 Violation of democractic Rights in India. Vol.1

Iyer, V.R.K. 1984   Justice in Words and Justice in Deed for Depressed classes, New Delhi: Indian Social Institute.

Iyer V.R.K. 1981   Law Versus justice: Problems and Solutions, New Delhi: Deep and Deep.

Mathew, P.D.   Legal Aid Series, Delhi; Indian Social Institute.

Newman, G. 1999   Global Report on Crime and Justice, New York: Oxford University Press.

Nirmal Anjali. 1992   Role and Functioning of Central Police Organizations, New Delhi:
Uppal

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007

SEMINAR

It consists of writeup and presentation on a pertinent topic on Social Work.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007.

SEMESTER –II

Paper I - Individual and Society

*Unit – I

History, meaning and scope of sociology . Contribution of sociology to social work and relevance. Concept , definition and characteristics of society. Components of society: Institutions, communities, associations, groups, crowds, mobs, collective behavior, situational and changing patterns and consequences. Theories related to individual and society.

*Unit – II

Culture: Meaning, concepts, components, organization of culture and language. Socialization and its theories.

*Unit – III

Social structure, social differentiation, social stratification: concept of class, caste, race, social mobility and elements of change in society: Forms, functions, consequences, role and status.
Social Process: Integrative and disintegrative effects on society.

*Unit – IV

Deviance and social disorganization: Individuals, family, groups ,community and maladjustment.
Social control: meaning and concept, agencies and means of social control.

*Unit – V

Social change: concept, nature and consequences – modernization, secularization, social tensions in India. Social reconstruction: concept, approaches and consequences.

BOOKS RECOMMENDED

Inkeles, A.	What is Sociology? An Introduction. 1982.
Horton. P.B. & Hunt, C.L.	Sociology. 1976.
Srinivas, M.N.	Social Change in Modern India. 1966.
Devis, K.	Human Society. 1980.
McIver R.M. & Page, C.H.	Society: An Introductory Analysis. 1985.
Johnson. H.M.	Sociology: A Systematic Introduction, New Delhi, Allied. 1983.
Balton, T & others	Introductory Sociology, Macmillan. London. 1989.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007

Rose, Peter & others   Sociology – Inquiring into Society

St. Martens Press, New York, 1982.

Singh, Yogendra   Social Stratification and Social Change in India,

Manohar Publishing, Bombay, 1980.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK
OSMANIA UNIVERSITY
HYDERABAD 500 0..

Paper – II: Social Group Work ✓

*Unit – 1
Definition and objectives of working with groups. Brief historical developments of Social Group Work. Theories of groups. Group dynamics and its applications. Task and maintenance functions of Group members.

Unit – 2
Values and principles related to working with groups. Application of skills and techniques for effective work with groups.

*Unit – 3
Types of groups: Treatment Groups; Educational Groups, Growth Groups, Remedial Groups, Socialization Groups, **Task Groups;** Committees, Administrative Groups, Delegate Councils, Teams, Treatment Conferences, Social Action Groups.

Other Groups; Problem Solving and Decision Making Groups, Recreational Groups, Focus Groups, Self-Help Groups, Therapy Groups, Encounter Groups, Developmental Groups.

Unit – 4

Different phases in social group work practice. i.e., Initial, Middle & Termination phase. Programme planning & problem solving aspects in social group work.

*Unit – 5

Use of social group work in different settings: Concept of Institutional and Non-Institutional settings; Medical & Psychiatric settings, Correctional settings; Industrial, Urban Rural community settings.
Recording in Social Group Work.

BOOKS RECOMMENDED

Trecker Herliegh B.	Social group work – principles and practice Association press, New York, 1970
Konopka G.	Social Group Work: A Helping Process Prentice-hall, New Jersey, 1963
Wilson G. and Ryland G.	Social Group Work Practice Houghton miffin co., Boston, 1949
Johnson C.Louise	Social work practice: A Generalist Approach Allyn and Bacon, London, 1989
Skidmore . R. Thackery.G and Farley W. Garvin	Introduction to social work Prentice hall, New Delhi. Contemporary Group work practice.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007

<u>**Paper III – Social Work Practicals – II**</u>

Guidelines will be given to the students, by their respective faculty members.

II CONTENT OF CONCURRENT FIELD WORK

1. Studying the Community setting in detail and developing an in-depth understanding of the field. And reporting their study in the form of a special report (Content of the Report is specified elsewhere).
2. Practing social case work at least with 2 individuals: identify the problem.study, assess and develop intervention strategies for all the cases and execute the plan of interfention.
3. Practicing social group work at least with two group (Children, Women, Youth,Adults, or Occupational group, etc) involving its steps andf principles.
4. Working with the community by organizing them on one or two issues/problems confronting the community.
5. Making a minor research study on any specific problem and submitting the report as part of field work.
6. Organizing at least 3 special programmes, (action programmes) by the team of students with clear division of work among themselves to meet the felt needs of the community or commemorating some International and National Days.
7. Visiting the agencies having relevance to their placement and resources for their clientele and promoting interation between the agency and the community – such as MCH/NGO's, other Government departments etc,(with the prior permission of Faculty Supervisor.).
8. Training part in the programmes, seminars, work shops, etc. related to community work for the enrichment of knowledge. (With the prior permisssion of the Faculty supervisor.)

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007.

ELECTIVE -I

PAPER IV (a) DYNAMICS OF HUMAN BEHAVIOR

*Unit – I

Introduction to psychology: relevance of psychology to social work profession. Scope, method and fields of psychology.

Principles of human growth and development, Genetic and environmental factors influencing development. Stages of development.

*Unit – II

Motivation : Definition, need hierarchy , types of motives, theories of motivation.

Learning: Principles, Types, Styles and Theories. Neuro Psychology.

*Unit – III

Personal Adjustment : The process of adjustment, frustration, anxiety, defense mechanisms.

Perceptions: Organising Tendencies, Perceptual Constancies and Factors affecting perception.

*Unit IV

Attitudes: nature formation and measurements of attitudes.

Measurement of individual differences norms, reliability and validity.

Different types of tests: Projective, Personality, Aptitude and Situational Tests: Multiple and Emotional Intelligence, Scaling Techniques.

Personality: Concept, meaning ,theories and development of personality, types and traits of personality.

The Individual and the group: Family Group, Assembled Group, Group Attachment, Leadership, Social Prejudices: Orgins, Forms and Nature.

BOOKS RECOMMENDED
Morgan C.T, King R.A.Introduction to Psychology,
& Robinson Nancy, M.Tata McGraw Hill, New Delhi. 1979.
Munn, N.L.   Introduction to Psychology,
                               Oxford and IBH, New Delhi. 1973.
Hurlock, Elizabath, B. Development Psychology,
                               Tata McGraw Hill, New Delhi. 1989.
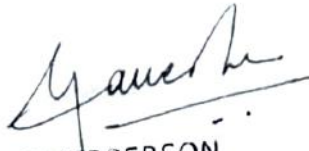Parameswaran E.G. & Invitation to Psychology,
C. Beena   Tata McGraw Hill, New Delhi. 1988.
Liebert R.M. &   Personality-strategies & Issues,

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK
OSMANIA UNIVERSITY,
HYDERABAD-500 007

Spiegler, M.D.   Dorsey Press, Illinois. 1978.

Hall, C.S. & Lindzey G.   Theories of Personality,
                                 Wiley Eastern, New Delhi. 1978.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY.
HYDERABAD-500 007.

Paper IV(b) WOMEN AND CHILD WELFARE

Unit – 1

Physical health of the child: Nutrition nutritional disorders. Childhood diseases, types cause, symptoms, prevention and treatment; types and stages of immunization.

Mental health of the child: Psychological deprivation and behavioral problems.

Social health of child: Social influence on the child in the family, school and neighbor leading to maladaptation

Unit – 2

Welfare programmes and services for the child: Maternal and child health services, integrated child development scheme. Child labour.

Schemes and services for street children, Juvenile delinquents, abused children orphans and destitute, children of leprosy patients, sex workers, beggar. Physically and mentally handicapped children.
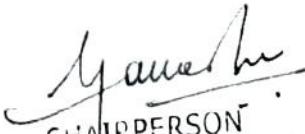
Unit – 3

Woman and Law: Personal Laws of different religious communities, Maternity Benefits Act. National commission on women.

Unit - 4

Welfare and development programmes for women: Women's employment programmes; self employment and entrepreneurial development programmes.

Women's educational programmes, thrift programme, DWACRA, reservation for women, women's protection cell; institutional services for women.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007

ELECTIVE -II

Paper – V(a): Counselling – Theory & Practice

Unit – 1
Counselling: Meaning, nature, scope, principles code of ethics, skills and techniques of counselling in social work. Importance of supervision in counselling.

Unit – 2
Models of counselling – Egan model, Microskill Model. Various phases in the models

Therapies in counselling: Reality therapy, psychoanalytic, client centered, humanistic-existential therapy, gestalt therapy.
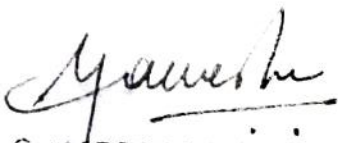
Unit –3
Behaviour modification, rational emotive therapy, transactional analysis, crisis intervention and cognitive therapy.

Unit – 4
Counselling as a method in various situations in an individual life. (Adolescent, Alcoholism, Suicidal, Bereavement, HIV/AIDS, Family Counselling, marital counselling, counseling in CGC, geriatric counselling, SARS, etc.). Study, review and analysis of cases and its presentation.

BOOKS RECOMMENDED

Napier & Ggershen Feld   Groups Theory & Experience.

Kingsley Norton and   Counselling difficult clients

Gill McGauley   London: Sage publications. 1998

Richard Nelson   Practical counselling skills

                  London: cassell, 1983

Barki., Mukhopadhay   Guidance and counselling A manual

                  Sterling publications,1993

Gerald Corey   Theory and Practice of counselling and psychotherapy

                  California; cole publications.

Michael Caroll   Handbook of counselling organisations

D.John Antony   Dynamics of Counselling, Microskill Model

                  Jothi Printers, Trichy

Yaarch

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007

Paper V(b)- HUMAN RESOURCE MANAGEMENT

Unit – 1

Concept, objectives, trends, HRD systems, principles in designing HRD systems and mechanism. Process – out come HRD for worker.

HRD department and its functions. Training and development, developmental supervision and monitoring.

Unit – 2

Organisational development: objectives, models of OD, strategies for OD, Action research, OD Intervention, personal and interpersonal group process.
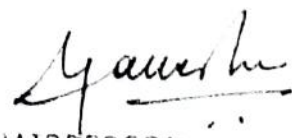
Unit-3

Manager as a leader, effective leadership, theories of leadership, contribution of Chris Agries, Renisislikert, Peter Drucker, Blake and Mouton. Communication, concept, communication networks and barriers. Effective communication systems.

Unit – IV

Need and issues in MIS; Hardware, Software and its managerial/application overview of modern software packages.

BOOKS RECOMMENDED

Rao. T.V.	Reading in Human Resource Development, New Delhi, Oxford & IBH, 1991.
Reddy, V.R.K.	Strategic Approach to Human Resource Development, NIPM, Calcutta.
Singh, J.P.	Organisation Development: concept and Strategies, Ahmedabad: Indian Institute of Management.
Frenchm Wendell L. & Cecil H. Bell	Organisation Development, New Delhi: Prentice Hall of India, New Delhi.
Bartow Hodbe	Management Information Systems, Reston Pub., Reston, 1984.
Jerome Kanter	Management Information Systems (3rd Ed.) Prentice Hall of India, New Delhi, 1984.
Davis Gordon B	Management Information Systems: Conceptual Foundations, Structure and Development, McGraw Hill Book Co., 1974.

MINI RESEARCH / PROJECT REPORT

It consists of a Project report / Mini research for 25 Marks.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY.
HYDERABAD-500 007.

Paper – I : Community Organization & Social Action

Unit – 1

Community organization: Concept, meaning, definition, philosophy, scope and nature of community organization in India. Community client system. Clients perception in community organization.

Unit – 2

Community organization: principles, process, skills, techniques approaches and strategies. The role of community organizer in rural, urban and tribal communities. Models of community organization. Rothman model: Locality Development, Social Planning, Social Action models. Resource Transaction Model.

Unit -3

Participatory Rural Appraisal: Features, Techniques and Uses. PLA and social analysis. The application of these techniques in Community Organisation. Study, review and analysis of cases/issues in community and its presentation.
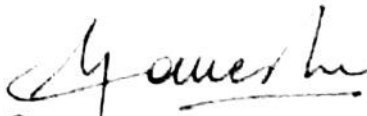
Unit – 4

Definition evolution and principles of social action. Social actions as a method of socialwork issues confronting developing societies and role of social action in transforming the society.
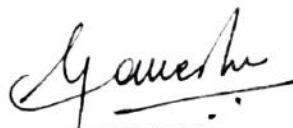
Unit – 5

Strategies for social action. Relevance of social action in various settings. Successful lessons learnt from developing nations.

BOOKS RECOMMENDED

Mcmiller w.	Community organisation for social welfare
	Chicago, Chicago university press,1945
Sussman M.B.	Community Structure and Analysis,
	New York, John wiley,1959
Polson and Sanderson	Rural development –principles, policies and management

CHAIRPERSON
DEPARTMENT OF SOCIAL WOR...
OSMANIA UNIVERS...
HYDERABAD-500 ...

	Sage publications, New Delhi, 1979
Singh K.	Rural Development – principles, policies and management
	Sage publications, New Delhi, 1986.
Siddiqui H.Y.	Working with Communities, Hira Publications,
	New Delhi, 1997
Klm Strom Gottfried	Social Work Practice, Cases, Activities and Exercises,
	Sage Publications India Pvt., Ltd., New Delhi.
Dougles P. Biklen	Community Organising Theory & Practice, Prentice Hall,
	New Delhi, 1983.
Neela Mukherjee	Participatory rural appraisal methods

Yojana, Director, Publications House, Prentice Hall, New Delhi.

Journal of Rural Development, by director NIRD, Hyderabad.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007.

Paper – II: Social Work Research

Unit – 1

Scientific approach: Meaning of Science and Research, Scientific Research and Scientific Method, Use of Scientific Method in Social Science. Research Process and Nature of Social Research and Social Work Research, Objectives, Nature, Scope, Process of Social Work Research. Role of Research in Social Work Practice.

Unit – 2

Basic Elements of Research: Concept, Construct, Variables, Operationalization of concepts. Formulation of a Research Problem; Hypothesis: Concept, Sources, Characteristics, Formulation, and Types of Hypothesis. Content of Research Proposal, Research Report Writing Procedure and Guidelines.

Unit – 3

Research Design: Concept and its purpose in research. types: Conventional designs: Exploratory, Descriptive diagnostic, pre, true and Quasi experimental designs; Single Subject design; Time series Designs; and Programme evaluation; Participatory Research methods and Techniques.

Unit – 4

Sampling: Concept, Need, Procedure. Sampling Methods: Probability and Non-probability and their relative merits and demerits. Types of Probability Sampling: Simple Random, Stratified – Proportionate and Disproportionate and Cluster Sampling. Non-probability Sampling: Accidental, Quota, Purposive and Snowball Sampling. Determination of Size of Sample.

Unit – 5

Methods and Tools of Data Collection: Primary and Secondary sources, Official Statistics and Data from Various Data Collecting Agencies. Observation, Interview Schedule, Interview Guide, Questionnaire and Rating Scales.
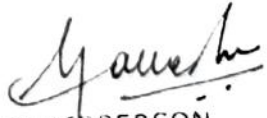
BOOKS RECOMMENDED

Goode. J & Hatt. P.M.   Methods in Social Research,

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007

New York, McGraw Hill. 1952.

Polansky, N.A. (Ed.)   Social Work Research,

Chicago, University of Chicago. 1960.

Young P.V. &   Scientific Social Surveys and Research,

Schmid. C.F   New York, Prentice Hill.

Blalock, H.M. &   Methodology in Social Science Research,

Blalock, A.B.   New York, McGraw Hill. 1968.

Nachmias, C &   Research Methods for Social Sciences,

Nachmias. D.   Great Britton, Edward Arnold. 1981.

Alistair E. Philip Wallace   Social Work Research and the Analysis of Social Data.

McCulloch. & Norman 1975.

J. Smith

Selltiz. C & Others   Research Methods in Social Relations,

New York, Holt, Rinehart & Winston. 1959.

Cochran. W.E.   Sampling Techniques, New York, John Wiley. 1953.

Allen Rubin & Earl Babbie   Research Methods for Social Work,

Wordsworth Publishing, Company.

Duane R. Monette   Applied Social Research, Holt Rinehart and Winston, Inc.

Thomas J. Sullivan

Cornell R. Dejong

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY.
HYDERABAD-500 007.

Paper – III Social Work Practicals

MEDICAL, COMMUNITY & PSYCHIATRIC SOCIAL WORK FIELD WORK GUIDELINES
MPSW – PSYCHIATRIC SETTING

1. Critical appraisal of the agency's functioning in relation to its philosophy, structure, policies and programmes. Regular interaction with different levels of functionaries to develop skills in coordination. Understanding of the administrative structures, hierarchy and admission procedures.

2. Observation at the out patient unit. The student worker will make observation And Study patients at the time of registration. Learn the process of filling case

   Information sheet at the time of admission.

3. Casework
   Select two (2) psychiatric pqtients with specific problems qnd mqke q detq

   Study qnd qnqlysis of these cases. In the procedures of assessment goal

   setting and Other intervension modalities, the student worker must be qble to

   use skilfully the Guiding priciples of casework practice.

4. Family casework and home visits. Home visits will be made regularly after a detailed study and assessment of the patient. Family counselling / therapy

   session Will be conducted in the homes of thepatient. Various techniques

   and skills of Family counselling / therapy will be used.

5. Group work:

   In the group of 8 to 9 patients the student worker can organise group

   Work involving the different stages of group process. The student worker can

   also conduct activities of therapeutic value.

6. Psychological Tests: Under the guidance and supervision of the psychologist, Observe and learn the various methods and techniques of psychological treatment.

MPSW – MEDICAL SETTING

1. Critical appraisal of the agencies functioning in relation to its philosophy, structure, policies and programmes.

2. Regular interactionwith different levels of functionaries to develop skills in coordination.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK
OSMANIA UNIVERSITY,
HYDERABAD-500 007

3. Understanding of the administrative structure, hierarchy and admission procedure.

   Understanding of the working of each major department (viz., Cardiology / Oncology / Orthopedic /Neurology / Post Operative) (any 2 department in the first term).
   Theoretical knowledge pertaining to   the   specific area – extensive and intensive reading.
4. Case Study
   Selection of a minimu of two patients (in each department) with specific Psycho

   social problem. Make an in-depth study and assessment of the cases using the

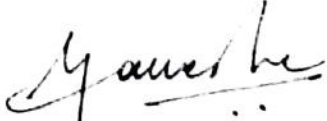   case study format.

5. Group Studies
   Identify and select the areas of need for formation of a group of patients / family

   members. Study individual group members, their dynamics in operation and

   assess the growth of individual member during group interaction. Use the format

   for group study.

6. Social Welfare Administration: Develop and understanding in the working of

   Principles of social welfare administration. (POSDCORB)

COMMUNITY HEALTH MPSW

1. Critical Appraisal of the agency's functioning in relation to its philosophy, Structure, Policies and Programmes. Regular interaction with dfferent levelsof functionaries to develop skills in coordination. Understanding of the administrative structures, hierarchy, and admission procedures.
2. Enlist all the Community – related Projects of the organization. Take up in-depth study of Programme planning, Implementing strategies, and Evaluation Modalities.
3. Participate in one of the Community based projects / Community Out-Reach programmes and apply the method of Community organisation.
4. Identify and select two cases for case study and two families for a family study, mainly related to any of the health problems faced by them.
5. Organise a Camp, Survey, Awareness Campaign or Health Education Program in relation to the identified areas of needs and resources in the Communities.
6. Health Assessment's of various Target Groups like children, women, aged. Conduct a community screening for specific diseases like T.B,STD,AIDS, Leprosy, Blindness etc.
7. Use of communication and research techniques in planning and implementation of specific programmes on immunization and prevention of disabilities and deaf muteness. Conducting educative, re-creative and the raputic. Family planning – identifying and motivating target couples.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY
HYDERABAD-500 00.

URBAN COMMUNITY DEVELOPMENT SETTING

During this intensive Field work training programme, the students are expected to :

- Study and report about the organization- History, aims, objectives , goals, Administrative structure, operational area, target group, programmes funding and problems of the organization
- Study and report on the characteristics, migration pattern and analysis the problems of urban slums.
- Study, Work and report on the functioning, models, monitoring of SHGs and on Bank linkages.
- Work for sustainable livelihood promotion of a family or group by using livelihood strategies.
- Involve in the micro planning of any project with the target group and report the process.
- Engage in public relations and social advocacy activities in the organization/community.
- Formulate pressure groups and take necessary action on particular issues in the communities.
- Study the programmes of UCD covered in the communities and analyze the role of urban local govt. in UCD.
- Select one programme/service/of agency and evaluate it.
- Plan and organize one/two days programmes to create awareness among the target population on any specific social issue.
- Assist the agency in fund raising and publicity campaigns.
- Identify different types of unorganized sector and analyze the issues and problems in organizing them
- Study the present status of any of the development programme implementing by the Govt. in the slum.
- Work on meeting the community needs by using the process of community Development.
- Attend the staff/target group meeting and record the minutes
- Prepare the case study of any successful / failure case/group
- Involve in net working, lobbying and advocacy of the concerned project.
- Use audio-visual and theatre communication methods in the field.
- Involve in participatory evaluation by using the criteria.
- Taking part in the programmes, seminars, workshops, etc., related to community work for the enrichment of knowledge (with the prior permission of the Faculty Supervisor).
- Make extensive reading in the field of UCD in general and the areas specified in the guidelines in particular.
- Maintain a record of his/her work – daily dairy and weekly records.
- Submit weekly reports to the Faculty Supervisor and attend the supervisory conference weekly.
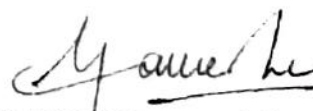
CHAIRPERSON
DEPARTMENT OF SOCIAL WORK.
OSMANIA UNIVERSITY,
HYDERABAD 500 007

RURAL COMMUNITY DEVELOPMENT SETTING

During this intensive field work training programme the students are expected to :

- Study and report about the organization – History, aims , objectives, goals , Administrative structure, operational area, target group , programmes, finding and problems of the organization
- Study the magnitude of unemployment in the community and prepare a report on its migration pattern
- Analyze the situation and problems of rural industries and suggest the plan for man power utilization.
- Study, work and report on the functioning, models, monitoring of SHGs and on Bank linkages.
- Work for sustainable livelihood promotion of a family or group by using livelihood strategies.
- Involve in the micro planning of any project with the target group and report the process.
- Study the present status of any of the development programme implementing by the Govt. in the slum.
- Work on meeting the community needs by using the process of community Development.
- Involve in the micro planning of any project with the target group and report the process.
- Engage in public relations and social advocacy activities in the organization/community.
- Formulate pressure groups and take necessary action on particular issues in the communities.
- Study the programmes of RCD covered in the communities and analyze the role of panchayath in RCD.
- Select one programme/service/of agency and evaluate it.
- Plan and organize one/two days programmes to create awareness among the target population   on any specific social issue.

- Assist the agency in fund raising and publicity campaigns.
- Study and report the steps in community based planning, management and monitoring of water shed management
- Study and report on different types, functioning activities, role and problems of cooperative societies in the community.
- Attend the staff/target group meeting and record the minutes
- Prepare the case study of any successful / failure case/group
- Involve in net working, lobbying and advocacy of the concerned project.
    Use audio-visual and theatre communication methods in the field.
- Involve in participatory evaluation by using the criteria.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK
OSMANIA UNIVERSITY.
HYDERABAD-500 007

TRIBAL COMMUNITY DEVELOPMENT SETTING

- Study the present status of any of the development programme implementing by the Govt. in the TRIBAL COMMUNITY
- Engage in public relations and social advocacy activities in the organization/community.
- Study the programmes of TCD covered in the communities and analyze the role of panchayath in TCD.
- Select one programme/service/of agency and evaluate it.
- Plan and organize one/two days programmes to create awareness among the target population on any specific social issue.

- Assist the agency in fund raising and publicity campaigns.
- Study and report on different types, functioning activities, role and problems of cooperative societies in the community.
- Attend the staff/target group meeting and record the minutes
- Prepare the case study of any successful / failure case/group

Human Resource Management Specialization Concurrent Field Work Guidelines

SEMESTER III

OBJECTIVES

1. Expose the students to the industrial organization for understanding the personnel function.
2. Acquire practical knowledge relating to personnel procedures, practices and policies.
3. Develop professional knowledge relating to personnel procedures, practices and policies.
4. Make the students aware of complexity of personnel function and environment in which it is carried out.
5. Acquire the skills by doing specific hobs assisting the personnel officer/ manager as and when possible and asked for.

GUIDELINES

1. Meeting concerned people in the industry and obtain necessary permission for your field work.
2. Visit the HRD department and HEAD of the department understand the relationship of the department with other department.
3. Study the importance of the existence of the HRD department. And understand coherence of the HRD department with Personnel/ HRM department.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK
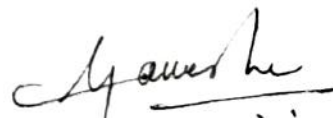OSMANIA UNIVERSITY
HYDERABAD-500 007

4. Study the role and specific functions of the personnel in the HRD department – Study the needs of training and development of employees,
5. Study the aspects organization culture.
6. Study the aspects organization climate and changing organizational climate.
7. Study the issues relating to interdependency of OD & HRD
8. Understand communication system and process in the organization.
9. Stud the Performance Appraisal system and the relevance with HRD.
10. Understand the role computers in HRD.
11. Study the conflict resolution procedures in the organization.
12. Understand the Stress management practices in the organization.
13. Make mini-research study selecting any special issue relating to HRD for the depth.

METHODOLOGY FOR LEARNING:

These are the possible ways for learning for the students going for concurrent field work:

1. Seek theoretical inputs on policies and practices relating to Personnel/ Human Resource management/ Human resource development from the personnel holding change of specific functions.
2. Observer the functioning of the practitioner while practicing of their skills and techniques.
3. Observer the roles and styles of the HRD professionals.
4. Request for opportunities for participant observation of certain proceedings.
5. Shoulder specific responsibility tasks assigned and up some assignments.
6. Seek opportunities for acquiring supervision skills, is possible.

Note: Students may select any one of the areas in their respective specialisation during the concurrent field work in the III semester period . The remaining areas   must be completed during the IV semester including Block Field Work. This is applicable for all specializations.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK.
OSMANIA UNIVERSITY,
HYDERABAD-500 007

ELECTIVE -I

Paper – IV(a) – Urban Community Development – I

Unit – 1

Urbanisation and industrialization in India, Migration to towns and cities, Demographic and occupational characteristics of urban India. Definition of urban area and current issues in urban areas.

Unit – 2

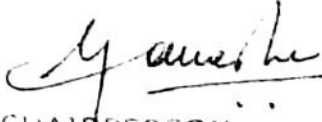Urban community development: Principles and strategies. Urban community development in India

Unit – 3

Slums: Definition, characteristics and theories of Slums, Indian slums in general and slums in Andhra Pradesh in particular, slum clearance and slum improvement.

Unit – 4

Urban municipal administration: Structure, composition, functions and current issues. Role and importance in urban community development.Urban Development Policy and programmes. Town planning and other laws relating to urban development. Trends in urban planning.

BOOKS RECOMMENDED

Francis Cherunilam	Urbanisation in developing countries
	Himalaya publishing house.
Dr. Pardeep sachdeva	Revamping urban governments in India
	Kitab mahal
B. Bhattacharya	Urban development in India
	Shree publishing house, New Delhi
Gopal Bhargava	India in 21st century – challenges and opportunities
	Anmol publishing, New Delhi, 1993

CHAIRPERSON
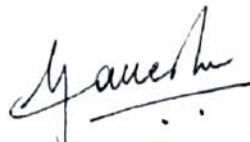DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 00?

H.U. Bijlani	Urban problems , centre for urban studies, Iipa, New Delhi
Pradipto Roy and	Urbanisation and slums Har Anand publishings,
Shangon Das Gupta	New Delhi, 1995
Amitabh Kundu	In the name of the urban poor – access to basic amentities, sage publications, new delhi, 1993
Jacob Z. Thudipara	Urban community development, Rawat publications, New Delhi,1993.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD 500 007.

Paper IV(b) – Psychiatric Social Work – I

*Unit – I

Historical development of psychiatric social work in United States , United Kingdom and India. Professional organization of psychiatric social workers, its objectives in India.

Psychiatric Social Work : meaning concepts of field work and multi disciplinary approach. Role of social worker in mental health settings. Effective social work interventions: Clinical social work practice with psychiatric clients.

Empherical approaches to case assessment methods ,intervention and management. Measuring the burden of psychiatric illness in the family.

*Unit – II

Clinical Assessment and Diagnosis: Assessing Psychological disorders, the clinical interview Physical examination, behavioral assessment.

Psychological testing, Neuro Psychological testing, Diagnosing Psychological disorders: Classification issues : DSM III, DSMIV.

*Unit – III

Clinical description, causes , treatment/management of Anxiety, Fear and panic generalized anxiety disorder, Panic Disorder, Specific Phobia, Obsessive Compulsive disorder.

*Unit – IV

Clinical description, causes, treatment/ of management somatoform disorders: Hypochondriasis, conversion disorder, somatization disorder, pain disorder.
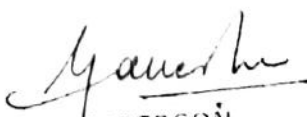
Disassociative disorders: Amnesia, Fatigue, Identify Mood disorders: depressive disorder, bipolar disorder

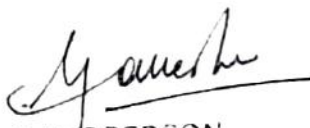Schizophrenia and Psychiatric disorders: clinical description, causes treatment.

Congnitive disorders: Delirium, Dementia , Amnestic disorders.

BOOKS RECOMMENDED:

Callham Hames   :   Abnormal Psychology, Current
                                              Perspectives

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK.
OSMANIA UNIVERSITY.
HYDERABAD-500 007.

Rappaport Jullian	:	Community Psychology, Research and Action, Holt, Rinehar & Winston, New York
Lowrey Lawson G		
Capland Generald	:	An Approach to Community Mental Health
James Coleman	:	Abnormal Psychology and Moern Life Taraporewala Sons, Bombay, 1984.
Mark Doel, Steven Shadlow	:	Modern Social Work Practice
Marlene G Cooper		
Joan Granuci Lesser	:	Clinical Social Work Practice – An Integrated Approach
Leena Dominelli	:	Social Work theory and practice for Changing profession
William Farley, Larry Smith		
Scott Boyle	:	Introduction to Social Work
Child Psychiatry		
Indian Journal of Social Work		

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK
OSMANIA UNIVERSITY.
HYDERABAD-500 007

Paper IV(c) Management of Information Systems

Unit – I
Management Information Systems, Concepts and the information system environment.

Unit – II
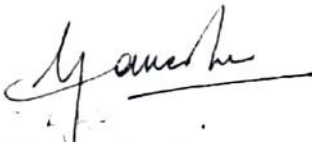Information; definition, theory and value: Information system analysis; systems study, problem definition, system design.

Unit – III
Role of Computer in Management Information System: Analysis, structural analysis, data flow programmes.

Unit – IV
Managers, Management and Information, MIS installation.

Need and issues in MIS; Hardware, Software and its managerial/application overview of modern software packages.

ELECTIVE -II

Paper V(a) - Rural and Tribal Community Development – I

Unit – I

Rural and urban sociology: Introduction and scope. The Indian village as a community, family, kinship, class and occupational patterns of rural communities. Types of villages.

Historical Prospectives of Rural Community Development : Approaches to Rural Community Development

*Unit – 2

Panchayati Raj: Balwanth Rai Mehta Committee Report. Three Tire System of Panchayat Raj and their Functioning. Re-organisational set up in Andhra Pradesh and Mandal System. Panchayat Raj Act of 1994.

Land reform measures and their effectiveness Rural unemployment, Rural Industries, Manpower Planning and utilization in rural areas.

Unit – 3

Tribe: concept, characteristics, major tribes classification, potentialities and problems with reference to Andhra Pradesh. Scope of social work intervention in tribal welfare.

Tribal Development: origin, history and approaches. Tribal development in pre and post Independence era. Its impact on indigenous communities.

Tribal Movements: Ideology, structure and leadership. NGO's role and impact on tribal community development.

Unit – 4

Impact of urbanization, industrialization and modernization. Impact of non-tribal penetration on inter-tribal relation, forest regulations. Relationship between tribals and government, police, contractors, forest department and other agencies.

Rights of a citizen: legislation related to land, encroachment, eviction, tenancy law, local bodies, land documents, people's court's and tribal local communities.

BOOKS RECOMMENDED

S.L. Doshi — Rural sociology

Rawat publications, NewDelhi,1999

Gopal Lal Jain — Rural Development

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK
OSMANIA UNIVERSITY
HYDERABAD 500 007

Mangal Deep publications, Jaipur, 1997

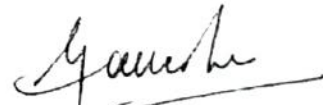|	
A.R.Desai	Rural Sociology in India
	Popular prakashan, Bombay, 1969
S.R.Maheshware	Rural Development in India; A public policy approach
	Sage publications, NewDelhi,1985
Dr. I.Satya sundaram	Rural Development
	Himalaya Publishing House, Mumbai, 1997
Christophy Von Furer-Halmendorf	Tribes of India; the struggle for survival
	Oxford University press, Delhi, 1985
L.P.Vidyarthi &	The tribal culture of India
Binay kumar Rai	Concept publishing company, New Delhi, 1976
Devendra Thakur and	Traibal Development and planning
D.N.thakur	Deep and Deep publications, New Delhi,1995
Singh J.P. & Vyas N.N.	Tribal Development Past Efforts and New Challenges, Himanshu Publications, Udaypur, 1989.
Nadeem Hussain	Tribal India Today, Harnam Publications, New Delhi, 1988.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY
HYDERABAD-500 007

PaperV (b) – Medical Social Work and Community Health – I

*Unit – I

Concept of health: Positive health and changing philosophy of health. Health development, models of health, HFA 2000AD Demographic indicators of health, out comes and key factors Influencing health.

Concept of Disease: Concepts of disease causation, concept of control. Distribution and burden of diseases – India and the world.

Social work in health care settings: History need and future of social work in acute care, ambulatory care and long term care settings.

*Unit – II

Health care systems in India : Public and Private Health care, roles of central govt, state govt. & International agencies in health care.

Approaches to health: Indian systems of medicine, major challenges of alternative medicine in Industrial countries.

Health, Hospital organization administration and hospital management

Role of medical social worker as member of medical team in different health settings.

Organisation and functions of department of social work in medical settings.

*Unit – III

Community Health : Concepts of Health Care, Health system, Health Care delivery , evaluation of Community Health in India.

Concepts of prevention : Levels of prevention, modes of intervention.

National Health Programs: Reproductive Child Health (RCH) , Revised National Tuberculosis Control Program (RNTCP)- DOTS, National Aids Control Program, National AIDS Control Program, National Anti Malarial Control Program (NMCP), National Program for Control of Blindness(NPCB), Basic minimum service programs.

National Policies related to health : National Health Policy 2002, National AIDS prevention and control policy 2002, National Policy for old persons 1999.

Legislations related to Health : Indian Council for Medical Research Act 1956 and regulations 2002, The Epidemic Disease Act 1897, Mental Health Act 1987, Drugs Control Acts 1948, Red Cross Society Act 1936.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK
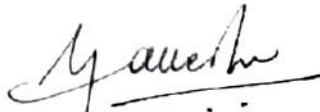OSMANIA UNIVERSITY
HYDERABAD-500 00.

*Unit – IV

Rural Health In India: Rural perspectives towards health, issues of women's health.

Tribal Health in India: Health care and healing practices among tribals. Tribal health & medicines. State and tribal health care programs. Health promotion and education : Types of communication, principles of communication health planning and management.

BOOKS RECOMMENDED :

Maxcy Roseneu	:	Preventive Medicine & Public Health
Park J.E & Park , K	:	Preventive & Social Medicine
Misra , Chaterjee, Rao	:	India Health Report
		Human Development Report, UNDP, 2004
M.Shankar Rao	:	Hospital organization & Administration
Mark Doel & Streven M Sharlon	:	Modern social work practice
J.Kishore	:	National Health Programs of India
Keith Tones & Jackie Gram	:	Health promotion, planning and strategies
D.M.Pestonjee	:	Stress & Coping
A.K.Kalla & P.C.Joshi	:	Tribal Health and Medicines
A.K.Desai	:	Rural Sociology in India
Kamble	:	Rural Health
J.P.Singh,N.N.Vyas	:	Tribal Development , Past efforts and New Challenges.
Dilip Shah	:	Rural Sociology.
Martha Davis , Elizabeth Robins		
Mathew Mekay	:	The relaxation and stress reduction work book
Mahadevan,Kiran,Vijayan		

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY
HYDERABAD 500 007

Korit , Radha Krishna	:	Communication,Modernisation & Social Development
Stephen P. Marks	:	Right to Development
D.S.Sarma	:	Health hospital and Community

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007.

Paper V(c) – Labour Legislations

Unit – 1

Introduction to labour legislation, major principles of legislation. Classification of labour legislation.

1. Factory's Act 1948
2. Industrial Employment (Standing Orders) Act 1945.
3. Industrial disputes Act 1947.

Unit -2

1. Payment of Wages Act 1936.
2. Minimum Wages Act 1948
3. Equal Remuneration Act 1976.
4. Trade union Act 1926.

Unit – 3

1. Payment of Bonus Act 1965.
2. Payment of gratuity act 1972.
3. Workmen compensation Act 1923.

Unit – 4

1. E.S.I. act 1948..
2. Maternity Benefit Act 1930.
3. Employees Provident Fund and Miscellaneous Provisions Act 1957.
4. Laws relating to dacks and mines

BOOKS RECOMMENDED

Misra, S.N.	An Introduction to Labour and Industrial Laws, Central Law Publications, Allahbad, 1999.
Malik, P.C.	Industrial Law, Eastern Books, Lucknow, 1997.
Dawson, W.A.	An Introductory guide to central: Labour Legislation, Asia Publishing, Bombay, 1967.
Das, K.K.	History of Indian Labour Legislation,

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK
OSMANIA UNIVERSITY
HYDERABAD 500 007

University of Calcutta, Calcutta, 1941.

Kapoor, N.D. — Elements of Industrial Law, Sultan Chand & Sons, New Delhi.

Das Gupta — Industrial Law, Sterling Publishers (P) LTd., New Delhi.

Sharma, A.M. — Industrial Jurisprudence and Labour Legislation, Himalaya Publication, Delhi.

BOOKS RECOMMENDED

Bartow Hodbe — Management Information Systems, Reston Pub., Reston, 1984.

Jerome Kanter — Management Information Systems (3rd Ed.) Prentice Hall of India, New Delhi, 1984.

Davis Gordon B — Management Information Systems: Conceptual Foundations, Structure and Development, McGraw Hill Book Co., 1974.

Singh, M.K. & Bhattacharya, A. — Management Information Systems, DPH Publications, 1990.

Banerjee, Utpal K — Computer Management and Planning, (2nd Ed.) Tata McGraw Hill Publishing Company Ltd., New Delhi, 1988.

Bhatnagar, S.C. & Ramani, K.U. — Computers and Information Management – A Premier for Practicing Managers, Prentice Hall of India (P) LTd., (2nd Ed.) New Delhi, 1991.

Sott G.M. — Principles of Management Information Systems, McGraw Hill Book Co., Singapore, 1986.

Kumar, Harish — MIS, Ashish Publishing House, New Delhi, 1989.

Robert G. Murdick & Joel Eross — Information Systems for Modern Management, Prentice Hall of India (P) Ltd., New Delhi.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK
OSMANIA UNIVERSITY,
HYDERABAD-500 007

ID Paper-VI

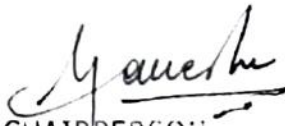## Title: Corporate Social Responsibility

UNIT-I

Corporate Social Responsibility: Concept, Definition , Objectives, Principles, Models of CSR, Benefits of CSR to Business & Society, Impact of Globalization on CSR, Trends in CSR , Competencies needed for CSR , CSR and business Strategy, CSR & Sustainable Development.

UNIT-II

CSR in India : Govt. Policies & Guidelines to CSR, Role of Govt. in supporting CSR , Prospects & Challenges to CSR in India, CSR in Public & Private sectors in India, MNC's & CSR in Indian context.

BOOKS RECOMMENDED:

1. Corporate Social Responsibility in India, Sage Publications, New Delhi

2. Corporate Social Responsibility Perceptions of Indian Business, www. csm world.org

3. Chatterjee N.N. Social Responsibility of Business: Some Indian myths & Realities Decision, Vol. 8, 1976

4. "Corporate Social Responsibility (CSR):Theory and Practice in a Developing Country Context", Journal of Business Ethics, Vol. 72, pp. 243-262.

5. Kotler P and Lee N (2005), "Corporate Social Responsibility-Doing the Most Good for Your Company and Your Cause".

6. Burke L & Longsdon J M (1996); How corporate social responsibility pays off; Long Range   Planning, 29(4), 495-502. EIU (2005),

7. Business Environment – 2nd Edition – Namita Gopal, Tata Mc Graw Hill Education

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY
HYDERABAD-500 007

DISSERTATION

Unit – 1

Problem Formulation, Introduction, Objectives and Hypotheses

Unit – 2

Review of Literature, Preparation and Finalization of Tool.

Unit – 3

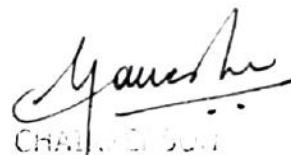**Data** Collection, Preparation of code book and master sheet, chapter writing.

Unit – 4

Analysis and interpretation of data, chapter writing, conclusions.

Unit – 5

Suggestions, Recommendations and Bibliography.

(Note: Dissertation has to be submitted, on the last day of third semester class)

CHAIRMAN
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007

SEMESTER-IV

Paper- I Social Welfare Administration

Unit – 1
Evolution of social welfare administration. Introduction of concepts like public administration, social services, social welfare services and social security.

Unit – 2
Tools and techniques: resource mobilization, budgeting and accounting, social cost benefit analysis, staffing, recruitment, supervision and personnel development.

Unit – 3
Administration of institutional and non-institutional programmes: Administrative structure for sponsored welfare programmes. At central, state and district levels.
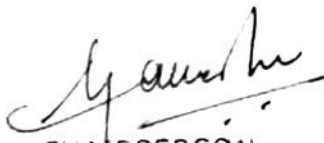
Unit – 4
Accountability in social welfare organizations. Innovation and organizational development in social welfare organizations.

Unit – 5
Field counselling, consultancy in social welfare organizations. Supervision, roles, principles and methods.

BOOKS RECOMMENDED

Choadhry D. Paul	Social welfare administration, 1983
Skidmore. R.	Social work administration, 1983
Harry Specht	Integrating social work practice
Annie Vickhry	
Bose A.B.	Social welfare planning in India
	ESCAFE (mimeo), New Delhi, 1970

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK.
OSMANIA UNIVERSITY.
HYDERABAD-500 007

Paper II – Social Statistics

*Unit – 1
Social Statistics: Concept and their use in Social Work Research. Functions of and Limitations in Statistics. Levels of Measurement: Concept of Measurement, Nominal, Ordinal, Interval and Ratio.

*Unit – 2
Fundamentals of Computers: Introduction to computers, definition, evolution, generations, types of computers – Analog Digital and hybrid and special purpose, micro, mini, main frame computers. Hardware, Block diagram of computer, I/O devices, Memories – Primary – RAM, ROM, EPROM, EEPROM. Secondary Storage devices. Software, Definition, Categories – System, Application, Programming Languages, Packages. O.S – Evolution, Single Users Vs Multi Users, Time Sharing Multi Programming, Multi tasking, Multi Processing, Basic Commands of MS-DOS & UNIX/NOVLL Knowledge and use of Statistical Package for Social Sciences (SPSS): Data entry, Data Defining, Frequency tables, Cross tables, Graphic Presentation of Data, Application of Statistical Tests.

*Unit – 3
Data Processing, Analysis and Interpretation: Coding of Data, Preparing Master Sheet, Data Analysis, Recategorization, Tabulation, Setting up of an Analytic Model, Univariate, Bivariate, Trivariate and Multivariate Analysis.

*Unit – 4
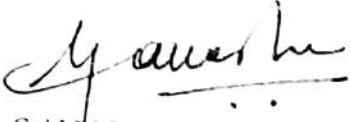Descriptive Statistics: Measurement of Central Tendency: Mean, Median, Mode.

Measures of Dispersion; Range, Quartile Deviation, Mean Deviation and Standard Deviation.

*Unit – 5
Inferential Statistics: Correlation: Product Moment, Speaman-Brown, Phi Co-efficent. Yule's Q, Chi-square, T-test and F-test (One way)

BOOKS RECOMMENDED

Blalock, H.M. &	Methodology in Social Science Research,
Blalock, A.B.	New York, McGraw Hill. 1968.
Champion, D.J.	Basic Statistics for Social Research,
	Scanton Chandler. 1970.
McMillan. W.	Statistical Methods for Social Workers,
	Chicago, University of Chicago Press. 1952.
Wilkinson & Bhandarkar	Methodology and Techniques of Social Research,
	Himalaya Publishing House, New Delhi, 1996.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007

C.R. Kothari   Research Methodology Methods and Techniques, Wishwa Prakashan, New Delhi, 1996.

S.C. Gupta   Fundamentals of Statistics Himalaya Publishing House, New Delhi, 1998.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
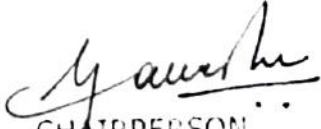OSMANIA UNIVERSITY,
HYDERABAD-500 007

PAPER-III : Social Work Practicals – IV

MPSW – PSYCHIATRIC SETTING

1. Critical appraisal of the agency's functioning in relation to its philosophy, structure, policies and programmes. Regular interaction with different levels of functionaries to develop skills in coordination. Understanding of the administrative structures, hierarchy and admission procedures.

2. Observation at the out patient unit. The student worker will make observation and Study patients at the time of registration. Learn the process of filling case

   Information sheet at the time of admission.

3. Casework
   Select two (2) psychiatric pqtients with specific problems qnd mqke q detqiled

   Study qnd qnqlysis of these cases. In the procedures of assessment goal

   setting and Other intervention modalities, the student worker must be qble to

   use skilfully the Guiding priciples of casework practice.

4. Family casework and home visits. Home visits will be made regularly after a detailed study and assessment of the patient. Family counselling / therapy

   session Will be conducted in the homes of thepatient. Various techniques

   and skills of Family counselling / therapy will be used.

5. Group work:

   In the group of 8 to 9 patients the student worker can organise group

   Work involving the different stages of group process. The student worker can

   also conduct activities of therapeutic value.

6. Psychological Tests: Under the guidance and supervision of the psychologist, Observe and learn the various methods and techniques of psychological

   treatment.

MPSW – MEDICAL SETTING

1. Critical appraisal of the agencies functioning in relation to its philosophy, structure, policies and programmes.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007

2. Regular interactionwith different levels of functionaries to develop skills in coordination. Understanding of the administrative structure, hierarchy and admission procedure.

3. Understanding of the working of each major department (viz., Cardiology / Oncology / Orthopedic / Neurology / Post Operative) (any 2 department in the first term). Theoretical knowledge pertaining to the specific area – extensive and intensive reading.

4. Case Study
   Selection of a minimu of two patients (in each department) with specific

   Psycho social problem. Make an in-depth study and assessment of the cases

   using the case study format.

5. Group Studies
   Identify and select the areas of need for formation of a group of patients / family members. Study individual group members, their dynamics in operation and assess the growth of individual member during group interaction. Use the format for group study.

6. Social Welfare Administration: Develop and understanding in the working of

   Principles of social welfare administration. (POSDCORB)

COMMUNITY HEALTH MPSW

1. Critical Appraisal of the agency's functioning in relation to its philosophy, Structure, Policies and Programmes. Regular interaction with dfferent levelsof functionaries to develop skills in coordination. Understanding of the administrative structures, hierarchy, and admission procedures.
2. Enlist all the Community – related Projects of the organization. Take up in-depth study of Programme planning, Implementing strategies, and Evaluation Modalities.
3. Participate in one of the Community based projects / Community Out-Reach programmes and apply the method of Community organisation.
4. Identify and select two cases for case study and two families for a family study, mainly related to any of the health problems faced by them.
5. Organise a Camp, Survey, Awareness Campaign or Health Education Program in relation to the identified areas of needs and resources in the Communities.
6. Health Assessment's of various Target Groups like children, women, aged. Conduct a community screening for specific diseases like T.B,STD,AIDS, Leprosy, Blindness etc.
7. Use of communication and research techniques in planning and implementation of specific programmes on immunization and prevention of disabilities and deaf muteness. Conducting educative, re-creative and the raputic. Family planning – identifying and motivating target couples.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK.
OSMANIA UNIVERSITY,
HYDERABAD-500 007

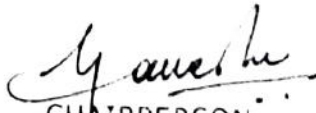## URBAN COMMUNITY DEVELOPMENT SETTING

During this intensive Field work training programme, the students are expected to :

- Study and report about the organization- History, aims, objectives , goals, Administrative structure, operational area, target group, programmes funding and problems of the organization
- Study and report on the characteristics, migration pattern and analysis the problems of urban slums.
- Study, Work and report on the functioning, models, monitoring of SHGs and on Bank linkages.
- Work for sustainable livelihood promotion of a family or group by using livelihood strategies.
- Involve in the micro planning of any project with the target group and report the process.
- Engage in public relations and social advocacy activities in the organization/community.
- Formulate pressure groups and take necessary action on particular issues in the communities.
- Study the programmes of UCD covered in the communities and analyze the role of urban local govt. in UCD.
- Select one programme/service/of agency and evaluate it.
- Plan and organize one/two days programmes to create awareness among the target population on any specific social issue.
- Assist the agency in fund raising and publicity campaigns.
- Identify different types of unorganized sector and analyze the issues and problems in organizing them
- Study the present status of any of the development programme implementing by the Govt. in the slum.
- Work on meeting the community needs by using the process of community Development.
- Attend the staff/target group meeting and record the minutes
- Prepare the case study of any successful / failure case/group
- Involve in net working, lobbying and advocacy of the concerned project.
- Use audio-visual and theatre communication methods in the field.
- Involve in participatory evaluation by using the criteria.
- Taking part in the programmes, seminars, workshops, etc., related to community work for the enrichment of knowledge (with the prior permission of the Faculty Supervisor).
- Make extensive reading in the field of UCD in general and the areas specified in the guidelines in particular.
- Maintain a record of his/her work – daily dairy and weekly records.
- Submit weekly reports to the Faculty Supervisor and attend the supervisory conference weekly.
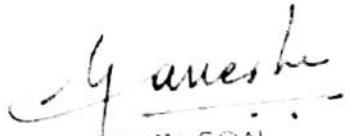
RURAL COMMUNITY DEVELOPMENT SETTING

During this intensive field work training programme the students are expected to :

- Study and report about the organization – History, aims , objectives, goals , Administrative structure, operational area, target group , programmes, finding and problems of the organization

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK
OSMANIA UNIVERSITY
HYDERABAD

- Study the magnitude of unemployment in the community and prepare a report on its migration pattern
- Analyze the situation and problems of rural industries and suggest the plan for man power utilization.
- Study, work and report on the functioning, models, monitoring of SHGs and on Bank linkages.
- Work for sustainable livelihood promotion of a family or group by using livelihood strategies.
- Involve in the micro planning of any project with the target group and report the process.
- Study the present status of any of the development programme implementing by the Govt. in the slum.
- Work on meeting the community needs by using the process of community Development.
- Involve in the micro planning of any project with the target group and report the process.

- Engage in public relations and social advocacy activities in the organization/community.

- Formulate pressure groups and take necessary action on particular issues in the communities.

- Study the programmes of RCD covered in the communities and analyze the role of panchayath in RCD.

- Select one programme/service/of agency and evaluate it.
- Plan and organize one/two days programmes to create awareness among the target population on any specific social issue.

- Assist the agency in fund raising and publicity campaigns.
- Study and report the steps in community based planning, management and monitoring of water shed management
- Study and report on different types, functioning activities, role and problems of cooperative societies in the community.
- Attend the staff/target group meeting and record the minutes
- Prepare the case study of any successful / failure case/group
- Involve in net working, lobbying and advocacy of the concerned project.
- Use audio-visual and theatre communication methods in the field.
- Involve in participatory evaluation by using the criteria.
- Taking part in the programmes, seminars, workshops, etc., related to community work for the enrichment of knowledge (with the prior permission of the Faculty Supervisor).
- Make extensive reading in the field of RCD in general and the areas specified in the guidelines in particular.
- Maintain a record of his/her work – daily dairy and weekly records.
- Submit weekly reports to the Faculty Supervisor and attend the supervisory conference weekly.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK.
OSMANIA UNIVERSITY,
HYDERABAD-500 00.

TRIBAL COMMUNITY DEVELOPMENT SETTING

Block Field Work Placement is organised in the final year of the Masters of Social Work Course. The students are placed in various institutions/organisations based on the students specialised subjects – Personnel Management & Industrial Relations, Medical & Psychiatric Social Work and Urban & Rural Community Development

During this intensive field work training programme the students are expected to :

- Study and report about the organization – History, aims , objectives, goals , Administrative structure, operational area, target group , programmes, finding and problems of the organization
- Analyse the problems of the target group (both in its micro and macro context) and the adequacy of the responses of the organisation.

- Learn the strategies, programs and techniques used to organise and mobilise communities around relevant issues.
- Prepare a project proposal on the needs/problems of the target group of the agency.
- Involve in the micro planning of any project with the target group and report the process.
- Study the present status of any of the development programme implementing by the Govt. in the TRIBAL COMMUNITY
- Engage in public relations and social advocacy activities in the organization/community.

- Study the programmes of TCD covered in the communities and analyze the role of panchayath in TCD.

- Select one programme/service/of agency and evaluate it.
- Plan and organize one/two days programmes to create awareness among the target population on any specific social issue.

- Assist the agency in fund raising and publicity campaigns.
- Study and report on different types, functioning activities, role and problems of cooperative societies in the community.
- Attend the staff/target group meeting and record the minutes
- Prepare the case study of any successful / failure case/group
- Involve in net working, lobbying and advocacy of the concerned project.
- Use audio-visual and theatre communication methods in the field.
- Taking part in the programmes, seminars, workshops, etc., related to community work for the enrichment of knowledge (with the prior permission of the Faculty Supervisor).
- Make extensive reading in the field of TCD in general and the areas specified in the guidelines in particular.
- Maintain a record of his/her work – daily dairy and weekly records.
- Submit weekly reports to the Faculty Supervisor and communicate with the faculty supervisor.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,

For effective supervision and guidance of students during the Block Field Work, it is suggested that the Agency Supervisor:

1. Maintain the attendance record of students.
2. Sign the daily record of the students.
3. Read and Sign the weekly report before the students sends it to the faculty supervisor.
4. Make it convenient to meet the faculty supervisor to review the work of the students and give specific inputs to improve his/her work in the agency.
5. Also communicate to the respective faculty supervisor any matter concerning the student and his/her work.
6. Evaluate the performance of the students and fill up the pre designed evaluation form and send it to the faculty supervisor.

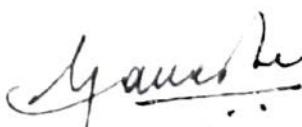## Human Resource Management Specialization Concurrent Field Work Guidelines

SEMESTER IV

OBJECTIVES

1. Expose the students to the industrial organization for understanding the personnel function.
2. Acquire practical knowledge relating to personnel procedures, practices and policies.
3. Develop professional knowledge relating to personnel procedures, practices and policies.
4. Make the students aware of complexity of personnel function and environment in which it is carried out.
5. Acquire the skills by doing specific hobs assisting the personnel officer/ manager as and when possible and asked for.
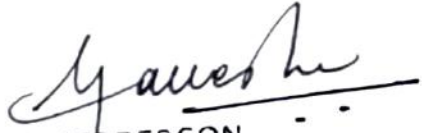
GUIDELINES

1. Meeting concerned people in the industry and obtain necessary permission for your field work.
2. Visit the HRD department and HEAD of the department understand the relationship of the department with other department.
3. Study the importance of the existence of the HRD department. And understand coherence of the HRD department with Personnel/ HRM department.
4. Study the role and specific functions of the personnel in the HRD department – Study the needs of training and development of employees,
5. Study the aspects organization culture.
6. Study the aspects organization climate and changing organizational climate.
7. Study the issues relating to interdependency of OD & HRD
8. Understand communication system and process in the organization.
9. Stud the Performance Appraisal system and the relevance with HRD.
10. Understand the role computers in HRD.
11. Study the conflict resolution procedures in the organization.
12. Understand the Stress management practices in the organization.
13. Make mini-research study selecting any special issue relating to HRD for the depth.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007

METHODOLOGY FOR LEARNING:

These are the possible ways for learning for the students going for concurrent field work:
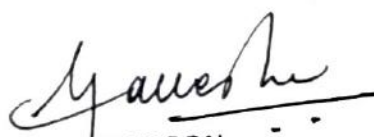
1. Seek theoretical inputs on policies and practices relating to Personnel/ Human Resource management/ Human resource development from the personnel holding change of specific functions.
2. Observer the functioning of the practitioner while practicing of their skills and techniques.
3. Observer the roles and styles of the HRD professionals.
4. Request for opportunities for participant observation of certain proceedings.
5. Shoulder specific responsibility tasks assigned and up some assignments.
6. Seek opportunities for acquiring supervision skills, is possible.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007

METHODOLOGY FOR LEARNING:

These are the possible ways for learning for the students going for concurrent field work:

1. Seek theoretical inputs on policies and practices relating to Personnel/ Human Resource management/ Human resource development from the personnel holding change of specific functions.
2. Observer the functioning of the practitioner while practicing of their skills and techniques.
3. Observer the roles and styles of the HRD professionals.
4. Request for opportunities for participant observation of certain proceedings.
5. Shoulder specific responsibility tasks assigned and up some assignments.
6. Seek opportunities for acquiring supervision skills, is possible.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007.

ELECTIVE-I

Paper-IV(a) Urban Community Development II

Unit – 1

Unorganized sector: Concept, types, present approach, issues in organizing and problems of organizing the urban poor.

Urban basic services programme: Problems of urban poverty, shelter and social amenities with reference to 3rd world countries.

Unit – 2

Urban problems: Industrial pollution, solid waste, environment, climate change and environmental problems in the areas of land and water resources. Role of social worker in solving these problems.

Unit – 3

Urban Development Authorities: Evolution, composition, administrative setup, functions and problems. Experiences from Andhra Pradesh.

Unit – 4

Peoples participation: concept, scope, levels, assessment and its impact. Understanding Micro Planning: Origin and relevance; tools and requisites; process and format for Micro Planning. Understanding Micro-Macro development.

BOOKS RECOMMENDED

Francis Cherunilam   Urbanisation in developing countries
Himalaya publishing house.

Dr. Pardeep Sachdeva Revamping urban governments in India
Kitab mahal

B. Bhattacharya   Urban development in India
Shree publishing house, New Delhi

Gopal Bhargava   India in 21st century – challenges and opportunities
Anmol publishing, New Delhi, 1993

H.U. Bijlani   Urban problems , centre for urban studies, Iipa, New Delhi

Pradipto Roy and   Urbanisation and slums Har Anand publishings,

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007.

ELECTIVE-I

Paper-IV(a) Urban Community Development II

Unit – 1

Unorganized sector: Concept, types, present approach, issues in organizing and problems of

organizing the urban poor.

Urban basic services programme: Problems of urban poverty, shelter and social amenities with reference to 3rd world countries.

Unit – 2

Urban problems: Industrial pollution, solid waste, environment, climate change and environmental problems in the areas of land and water resources. Role of social worker in solving these problems.
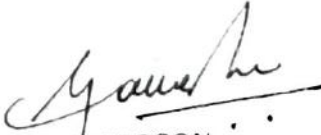
Unit – 3

Urban Development Authorities: Evolution, composition, administrative setup, functions and problems. Experiences from Andhra Pradesh.

Unit – 4

Peoples participation: concept, scope, levels, assessment and its impact. Understanding Micro Planning: Origin and relevance; tools and requisites; process and format for Micro Planning. Understanding Micro-Macro development.

BOOKS RECOMMENDED

Francis Cherunilam	Urbanisation in developing countries Himalaya publishing house.
Dr. Pardeep Sachdeva	Revamping urban governments in India Kitab mahal
B. Bhattacharya	Urban development in India Shree publishing house, New Delhi
Gopal Bhargava	India in 21st century – challenges and opportunities Anmol publishing, New Delhi, 1993
H.U. Bijlani	Urban problems , centre for urban studies, Iipa, New Delhi
Pradipto Roy and	Urbanisation and slums Har Anand publishings,

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK.
OSMANIA UNIVERSITY,
HYDERABAD-500 007

Shangon Das Gupta   New Delhi, 1995

Amitabh Kundu

In the name of the urban poor – access to basic
amentities, sage publications, new delhi, 1993

Jacob Z. Thudipara

Urban community development,
Rawat publications, New Delhi,1993.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007.

Paper IV(b) Psychiatric Social Work II

Unit – I

Differentiation between normal, abnormal behavior. Hsitorical conceptions of abnormal behavior. General causes for abnormality.

Theory In Social Work practice: Functional theory in social work practice. A multi theory perspective for social work practice in mental health setting.

*Unit – II

Personality Disorders : Clinical description, causes & treatment.
Cluster A Disorders : Paranoid Personality Disorder. Cluster B: Anti Social Personality disorder. Border line and Narcissistic Personality. Cluster C : Disorder avoidant personality disorder, dependent and obsessive compulsive personality disorder.
Meditation & social work – Origins and paths in social work, meditation, personality and conditioned self, psycho social history and diagnosis, therapeutic relationship.

*Unit – III

Sexual Disorder : Assessing Sexual behavior, Causes of Sexual dysfunction, Treatment of Sexual dysfunction.
Paraphilia : Fetishism, Voyeurism & exhibitionism, Sexual sadism and sexual masochism, pedophilia & incest.
Eating and sleeping disorders : Bulimia Nervosa, Anorexia Nervosa, Binge eating disorder.
Neuroliguistic programming model (NLP): Historical origins in to social work practice, specific approaches to treatment.

*Unit – IV

Developmental disorders : Clinical description, causes and treatment. Attention Deficit/ Hyperactive disorder, learning disorder, autistic disorders.
Behaviour theraphy in social work practice : Historical perspective, development of behavioural therapy, social learning theory and behavior therapy, cognative based behavior therapy
Substance related disorders : Substance dependence, Stimulants, opiods, diagnostic issues, depressants, clinical description, effects and statistics.
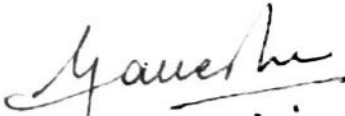
BOOKS RECOMMENDED:

James Page	:	Abnormal Psychology.
Ratna Verma	:	Psychiatric Social Work in India.
Karin Crawford, Janet Walker	:	Social Work with older people

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY
HYDERABAD-500 007

John S Woodesski
Bruce Thyer : Hand book of empherical social work
Practice

Francis J Turner : Social Work treatment interlocking theoretical
Approaches

Robert Adams, Leena
Dominelli, Malcom Payne : Critical practice in social work

Vikram Patel, Thara : Meeting the mental health needs of
Developing countries

Vasantha R Patri : Counselling psychology

Billgillham : Case study research method

Theressa J B Klini : Psychological Testing

Child Psychiatry

Indian Journal of Social Work

[signature]

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007.

Paper IV(c) Organisational Development & Behavior

Unit – 1

Organisational development: objectives, models of OD, strategies for OD, Action research, OD intervention, personal and interpersonal group process.

Unit – 2

Organisation climate culture factors influence organisational climate multinational corporations, changing perspectives, corporate values and ethos.
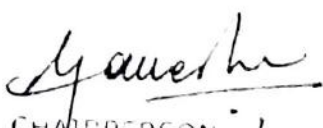
Unit – 3

Achievement motivation: Theories of motivation, group dynamics and teams, conflict, negotiation skills and employee participation.

Unit – 4

Corporate and OD, HRD – OD interface, changing organisational climate.

BOOKS RECOMMENDED

Singh, J.P.   Organisation Development: concept and Strategies, Ahmedabad: Indian Institute of Management.

Frenchm Wendell L. &Organisation Development, New Delhi: Prentice Hall of
Cecil H. Bell   India, New Delhi.

Chattopadhyaya,   Managing Organisational Change, New Delhi,
Somnath & Pareekh, Udai   Oxford & IBH, 1952.

Luthans, Fred,   Organisational Behaviour, New Delhi,
                                McGraw Hill, Inc., 1995.

Mitchell, T.R. &   People in Organisation, New Delhi, McGraw Hill, 1987.
Larson, J.R.

Mehta, P.   Participation and Organisational Development, New Delhi,
                                Rawat Publication, 1989.

Arnold and Feldman   Organisational Behaviour, New Delhi,

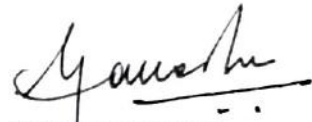|	McGraw Hill, Co., 1987.
Pareek Udai	Organisational Behaviour Process, New Delhi, Rawat Publications, 1988.
Pareek Udai	Motivating Organisational Roles, New Delhi, Rawat Publications, 1993.
Pillai, L.	Decision Making in A public Organisation, New Delhi, Rawat Publications, 1991.
Agrawal, S.K.	Leadership in Industrial Setting, New Delhi, Rawat Publications, 1986.
Robins P. Stephen	Organisational Behaviour, Prentice Hall of India, New Delhi, 1996.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007

ELECTIVE -II

Paper V(a) RURAL AND TRIBAL COMMUNITY DEVELOPMENT -II

*Unit – 1

History of women's self-help group movement, current issues, Micro finance objectives, composition, functioning and models of self-help groups, process monitoring in micro finance. Empowerment of women through micro finance.

*Unit – 2

Watershed Management : Concept, Steps, Components , Planning and Management. Community based monitoring in watershed management. Criteria for the selection of watershed habitations in India (1987-2001).`

Unit – 3

Tribal Development and Planning: Programmes for tribal development and its importance in five-year plans.

Vana Samrakshana Samathis (VSS): Origin, constitution, rights and duties of VSS members, development of Joint Forest Management and its transformation into Community Forest Management.

Unit – 4

Tribal community based organsiations in tribal community development. Natural Resource Management: People's participation in resource management.

Development of tribes and weaker sections: Welfare and development of tribes and weaker sections, constitutional provisions for tribes and weaker sections. Their problems and measures initiated for their development. Reservations in Parliament, State legislation, educational institutions and services, political participation.

BOOKS RECOMMENDED

Christophy Von Furer- Tribes of India; the struggle for survival
Haimendorf   Oxford University press, Delhi, 1985

L.P.Vidyarthi &   The tribal culture of India
Binay kumar Rai   Concept publishing company, New Delhi, 1976

Devendra Thakur and   Tribal Development and planning
D.N.thakur   Deep and Deep publications, New Delhi,1995

Singh K.S.   Tribal Society in India, Manohar Publications,

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK.
OSMANIA UNIVERSITY,
HYDERABAD 500 007.

New Delhi, 1985.

Singh J.P. & Vyas N.N.   Tribal Development Past Efforts and New Challenges,
Himanshu Publications, Udaypur, 1989.

Ganesh

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK.
OSMANIA UNIVERSITY.
HYDERABAD-500 007.

PAPER- V(b) Medical Social Work & Community Health-II

*Unit – I

Social Work In Health Care Management: Inter professional collaboration, administrative's perspective, and physicians perspective towards patients care.
Historical Development of social work in primary health care: Generalist role, therapist role, advocates role and consultant's role.

*Unit – II

Nutrition and Health : Classification of foods, Nutritional requirements & balanced diet. Assessment of Nutritional status. National Nutrition policy 1993.
Malnutrition and Nutritional Problems : Childhood growth failure, Iron deficiency anemia , Iodine deficiency disorders , vitamin deficiency disorders, over weight and obesity. Nutritional surveillance and nutritional programs.
International Health : WHO, functions of WHO and other UN agencies , different health experiences of nations, health care interventions on a global scale.
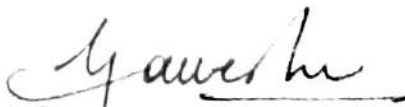
*Unit – III

Disabilities and handicaps : Causes
Disability and social work : Education, vocational training , employment, rehabilitation and counseling services for the disabled.
Community based rehabilitation (CBR): Need, significance and scope of CBR,levels of intervention, prevention and rehabilitation, components of Community Based Care systems CBCS.
Stigma & discrimination : Types, causes with special reference to certain diseases. Social work intervention strategies.
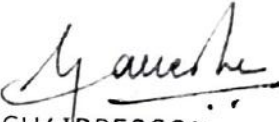
*Unit – IV

Health care during disaster situations, out break of epidemics , management and control.
Working with risk : Risk assessment, types, risk management and risk avoidance.
Health Research : Method of health screening and survey methods. Components of health information system. Uses of health information.
Health Action: Organising health camps , mobile units/clinics and health awareness programs.

BOOKS RECOMMENDED:

Mathew L Henk	:	Social Work in Primary Care
Farlew, Smyth, Boyle :		Introduction to Social Work
John Rohde, Meera Chatterjee, Morley	:	Reaching health for all
Park J E & Park K	:	Social & Preventive Medicine
Vikram Patel & R Thare	:	Meeting the mental health needs of developing countries: NGO's initiatives in

		India.
B.Venkateshan	:	Children with developmental disabilities.
RS Pandey, Lal Advani	:	Perspectives in disability and rehabilitation
Mathew Henk	:	Social work in primary care
Karln Crawford Janet Walker	:	Social work and human development
J.P.Singh, Manoj k Dash	:	Disability development in India

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY
HYDERABAD-500 007

Paper V(c) – Industrial Relations and Labour Welfare

Unit – I
Industrial relations concept approaches to industrial relations. Different issues in industrial relation. Theories of industrial relations. Industrial relations in India.

Unit – 2
Labour management   Role of the State in industrial relations, collective bargaining. New economic (industrial) policy perspectives, industrial unrest causes and cures. Employee counselling.
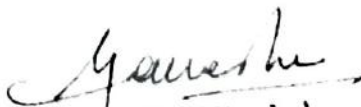
Unit – 3

Industrial relations laws, Industrial conflicts and conflict resolution. Democracy at work place. Role of trade union. Joint Management Councils in India. Quality circles. Grievance handling. Code of discipline in industry. Domestic enquiry.
Industrial relations machinery.

Unit – 4

Labour welfare concept approaches intramural and extra-mural welfare facilities. Early separation and retirement. Social responsiveness. Main stages in the growth of industrial welfare in India.

BOOKS RECOMMENDED

Government of India	**Report of National Commission on labour (Delhi: Government of India, 1969).**
Punekar, et.al	**Labour Welfare, Trade Unionism Industrial Relations, Himalaya, 1986.**
Saxena R.C.	**Labour Problems and Social Welfare, K. Nath, Meerut, 1986.**
Karnik, V.B.	**Indian Trade Unions: A Survey (Mumbai: Labour Education Services) 1978.**
Mamoria, C.B.	**Dynamics of Industrial Relations, Himalaya, Mumbai, 1986.**
Lal Das, D.K.	**Industrial Relations in India, S. Chand, New Delhi, 1986.**

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK.
OSMANIA UNIVERSITY
HYDERABAD-500 007

Bhagollwal, T.N.   Economics of Labour and Social Welfare
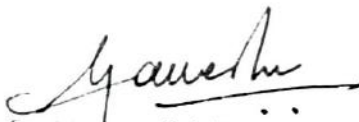   (Agra: Sahita Bhavan, 1976).

Moorthy, M.V.   Principles of Labour Welfare, Visakhapatnam Gupta, 1968.

Block Field Work Placement is organised in the final year of the Masters of Social Work Course. The students are placed in various institutions/organisations based on the students specialised subjects – Personnel Management & Industrial Relations, Medical & Psychiatric Social Work and Urban & Rural Community Development

During this intensive field work training programme the students are expected to :

- Study and report about the organization – History, aims , objectives, goals , Administrative structure, operational area, target group , programmes, finding and problems of the organization
- Analyse the problems of the target group (both in its micro and macro context) and the adequacy of the responses of the organisation.

- Learn the strategies, programs and techniques used to organise and mobilise communities around relevant issues.
- Prepare a project proposal on the needs/problems of the target group of the agency.

- Involve in the micro planning of any project with the target group and report the process.

CHAIRPERSON
DEPARTMENT OF SOCIAL WORK,
OSMANIA UNIVERSITY,
HYDERABAD-500 007