

## INTRODUCTION TO SOCIAL WORK AND INDIAN SOCIAL STRUCTURE

### Objectives

1. To acquire and understand the Concepts, History, Philosophy, Methods and Practices of Social Work Profession.
2. To enrich knowledge about Indian Social Structure.
3. To Provide awareness about Social Problems and application of Social Work methods.

**Unit –I:** Introduction to Social Work : Meaning , Definitions, History, Philosophy, Ethics. Social Work Concepts: Social Service, Social Reforms. Social Defence, Social Justice, Social Welfare, Social policy, Social legislation, Social action. Social Work as Profession.

**Unit-II :**Methods of Social Work: Social Case Work, Social Group Work, Community Organisation , Social Action, Social Welfare Administration and Social Research.

Fields : Labour Welfare, Community Development, Medical and Psychiatry, Family and Child Welfare, Correctional Social Work: Application of other Social Sciences to Promote Social Work Profession.

**Unit –III :** Basic Concepts in Indian Social Structure: Society, Community, Association- Meaning and Characteristics,  
Social Institutions: Family, Marriage, Religion, Education, Economic, Political.  
Social Control : Values, Norms, Mores, Culture, Class and Caste Conflict.  
Means of Social Change : Urbanization, Industrialization, Modernization, Westernization and Sanskritization.

**Unit –IV :** Indian Social Problems : Meaning and Characteristics : Poverty, Unemployment, Illiteracy, Alcoholism, AIDS, Corruption, Crime and Delinquency, Terrorism, Beggary, Problems of Aged, Differently Abled and Mentally retarded.

**Unit – V :** Role of Social Worker in different Setting: Professional Organization – Association of Schools of Social Work in India, Association of Social Workers in India.

## Reference

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1. Bushan, Vidhya (2008) : Introduction to Sociology, Concept publication, New Delhi.
2. Chowdhry, P. (1989) : Introduction to Social Work, Athmaram and Sons, New Delhi.
3. Banerjee, G.R. (1991) : Courses On Social Work: an Indian Perspective, Tiss, Bombay.
4. Madan, G.R. (1966) : Indian Social Problems, Vol.1 and Vol.2 Allied Publishers, Pvt. Ltd., New Delhi.
5. Srinivas, M.N. (1966) : Social Change in India, Orient Longman, Delhi.
6. Rao.M. (1988) : Urban Sociology in India, Orient Longman, Delhi.

## **SOCIAL CASE WORK AND GROUP WORK**

### **Objectives**

1. To gain insight into the values and principles of Social Case Work and to develop the capacity to practice them.
2. To Understand the Fundamental Components of Casework and Group Work.
3. To Gain Knowledge of the Scope of these Methods in various settings.
4. To equip learners with Skills necessary for Working with Individuals and Groups.

**Unit -1 :** Social Case Work : Definition and Objectives of Case Work: Basic Principles underlying Case Work Practice . Historical developments of Case Work in India and other countries.

Components of Case Work, Phases of Case Work; Initial Phase, Appraisal or Assessment, Helping Phase and Termination, Techniques of Case Work .

**Unit –II :** Helping Techniques: Interviewing, environmental modification, Supportive Techniques, Home Visits, Collateral Contacts and Referrals. Client-Worker relationship : Definition and Characteristics, Transference and Counter-Transferences, Case work recording.

**Unit –III :** Models of Case Work Practice and Case Work Practices in different settings : Psychosocial, Functional, Problem Solving, Crisis Interventions, Family Centered Approaches, Work with Children, Adolescents and Adults, Working with Women, Differently Abled and delinquents.

**Unit – IV :** Social Group Work : Definition, Nature, Objectives, Basic assumption, Scope, Relationship between Case Work and Group Work.  
Group Process: Bond, Acceptance, Isolation, Rejection, Subgroups, Conflict and Control.

**Unit – V :** Group Work in Various Setting : Correctional, Hospital, Educational, Old age homes and Communities. Use of Socio- Metry for Group Work. Skills of Group Worker, Group Work Model.  
Preventive- Promotional aspects with Individuals and Groups. Disaster Management, Behavioral therapy, Transactional analysis, Gestalt approaches, Client Centred therapy .

**References :**

1. Hamilton, Gordon, 1955, Theory and Practice of Social Case Work, Columbia University Press, New York, USA.
2. Pearlman, Helen, 1955 Social Case Work: Problems Solving Process, The University of Chicago Press USA.
3. Konopka Gisela, 1954 Social Group Work: A helping Process Prentice hall New Jersey, USA.
5. Trecker, 1990 Social Group Work, Association Press, New York.
6. Mathew, Grace, 1973, Social Case Work, Tars, Bombay.

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## COMMUNITY ORGANISATION AND SOCIAL ACTION

### Objectives

1. To understand Community Organisation as method of Social Work.
2. To enrich Knowledge in models and Strategies for Community Organizer.
3. To understand application of this method in various settings.
4. To get insight on Concept, objectives and Social action as method of Social Work.

**Unit –I :** Community : Definitions, meaning, types of Community, Subgroups and minority group, integrative and disintegrative process in the Community  
Community organization : Meaning, Principles, Objectives, Community Organisation as method of Social Work.

**Unit –II:** Methods of Community Organisation : Planning, Education, Communication, Community Participation, Collective decision making, leadership, Resource mobilization, Community action, Co-Ordination.

**Unit-III :** Phases of Community Organisation : Study Analysis, Assessment, discussion, Organization of action, Evaluation, Modification, Continuation.

**Unit-IV :** Skills in Community Organisation: Organising Conferences- Committee meetings, Training, Communication, Consultation, Negotiation, Conflict resolution , Net Working and use of relationship.

Community Organisation during fire, flood and war, Community Organisation in Slums, Community Organisation for Promoting Public health and family Welfare, Community Chest and Welfare Councils.

**Unit-V:** Social Action : Definition, Objectives, Principles, Methods and Strategies of Social action and Social action as method of Social Work.  
Philosophy of Social Work : Paulo friere and Ivan illiche's Concept of Concientisation.

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### References:

1. Ross Murray. G. 1977 Community Organisation – Theory and Principles, Harper and Brothers, New York.
2. Gangrade, K.D. 2008 Community Organization in India, Popular Prakasam, Bombay.
3. Murthy, M.V. 1987, Social Action Asia Publishing House, Bombay.
4. Morgan A.E., 1986, The Small Community, Harper Brothers.

**SOCIAL WELFARE ADMINISTRATION, SOCIAL LEGISLATIONS  
AND SOCIAL POLICY**

**Objectives**

1. To learn about Social Welfare Administration as method of Social Work.
2. To understand Social Policy and Social Legislation.
3. To enrich the roles of the agencies for Social Welfare Administration.

**Unit -I :** Social Welfare Administration : Definition, Need, Evolution, Functions, Welfare Administration as method of Social Work, Characteristics of Organisation Types, Functions, Organizational Structure, Principles of Organisation.  
Social Welfare Administration under voluntary Agencies : Non- Governmental Organisations- Meaning, Types, Role of Non-Governmental Organisation in Social Welfare.

**Unit -II :** Social Legislation – Meaning and Scope : Constitution and Social legislation, Fundamental rights and directive Principles of State Policy, Social instrument for Social Control and Social Change and Social Justice.

**Unit III:** Personal laws : Hindu Marriage Act 1955, Hindu laws related to divorce, guardianship and inheritance, Muslim marriage Act, Special Marriage Act, Laws related to Children Adoption and Maintenance. Laws related to safeguard SC/ST, Juvenile delinquency, Mentally ill, Public interest Litigation – Right to information Act- Right to Education.

**Unit IV :** Social Welfare Agency Registration – Advantages- Preparation of bye-laws- Memorandum of association – Rules and Regulation and Procedure of registration- Fund raising for Social Welfare Activities.

**Unit V:** Social Policy : Definition, Need, Evaluation and Constitutional base. Sources and instrument of Social Policy, Provisions of Safeguarding the Weaker Sections Social Welfare Services for Women and Children and Minority Communities.

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**References:**

1. Chowdry and Paul, Social Welfare Administration in India, 1979, Atmaram and Sons, Sterling Pub., New Delhi.
2. Shanmugavelayudham. K., 2000: Social Legislation and Social Change, Valgha Valamudan Publishers, Chennai.
3. Fried and Walter, Introduction to Social Welfare, Prentice Hall, New Jercey.
4. Tiwari.S., 2000 :Encyclopedia of India Government, Programme and Policies, Anmol, New Delhi.
5. Badlock John. 2000: Social Policy, Oxford University Press.



## SOCIAL WORK RESEARCH AND STATISTICS.

### Objectives:

1. To help to understand Social Research Concepts.
2. To enhance better understanding of the Current Trends and Practices in Social Work Research.
3. To acquire the skills for data analyses and Research Writing.

**Unit -I :** Introduction – Concepts, Definition, Meaning, Purpose of Research, Social Work Research – Definition, Objectives, Scope and Limitations, Social Work Research as Scientific Method, Concepts, Variables and its types, Theory.

**Unit II:** Research Process : Problem identification and Formulation of Hypothesis, Research design- Meaning, types, Operationalization of Concepts.

**Unit III:** Sampling and Data Collection:

Sampling : Sample and Population or Universe, Purpose, Methods, types.

Data Collection: Observation, Questionnaire, Interviews and its Kinds, Uses and Limitation.

**Unit IV:** Analysis : Meaning, Methods, Use of Computer for Social Work Research, SPSS, Format and References,

Reportwriting : Format of research report, use of tables and Charts, Foot-Notes, Bibliography.

**Unit V:** Statistical Application : Use and Limitations of Statistics in Social Work Research.

Measures of Central Tendency: Mean- Median- Mode

Measures of Dispersion : /Standard deviation.

Testing of Hypothesis : Chi-Square test, T-test, Coefficient, Correlation.

### References:

1. Kothari. C.R. 2004, Research Methodology, NAI Publishers, New Delhi.
2. Gupta. S.P. 2005 Statistical Methods, Sultanchand Publishers. New Delhi.
3. Young and Pauline 1971, Scientific Social Surveys and Research, Sadhnaprakashan, Meerut.
4. Goode and Hatt, 1985, Methods in Social Research, MC Graw Hill, London.
5. Social Research Methods, K., Laldos Rawa Publications, New Delhi.
6. Research Methodology, P. Saravanavell, Kitab Mahal, Allahabad, 2011.

## FIELD WORK PRATICUM

### Objectives :

1. To involve the Students in Field Work so that they may be benefited to put theory into Practice.
2. To analyses the need and importance of NGO's and Government Agencies for the betterment of Society.
3. To know various Social Problems and enhance role of NGO's to tackle Social Problems.

( Students have to visit any one of the institutions such as NGO's, Hospitals, Industries, Psychiatric Centres and Government Welfare Agencies for Field Work).

Procedure for doing Field Work, etc., is given in the course design

## RURAL AND URBAN COMMUNITY DEVELOPMENT

### Objectives :

1. To gain insight about meaning, Characteristics, Implication of Rural and Urban Community Development.
2. To give awareness about the Programmes on Rural and Urban development.
3. To gain knowledge about Administration of policy related to Rural and Urban Community Development.

**Unit -I:** Rural Community: Meaning, Characteristics, Rural Problems and their Implications. Poverty, Illiteracy, Unemployment, Problems related to Agriculture, Community Health and Infrastructure. Community Development: Concepts, Definition, Objectives, Philosophy and Principles, Early Experiments in Community Development: Marthandam, Sriniketan, Gurgon, Baroda, Etawah, Nilkhori, and Firka Projects. Concept of Extension Education:

**Unit - II:** Rural Development Administration: Administrative Structure for Rural Development. Central and State level, Panchayat Raj: Evolution and Functions of Panchayat Raj system, Salient features of 73<sup>rd</sup> amendment, Co-Operative Movements in India: Principles, Characteristics, Types and functions of Cooperatives, Rural Development Agencies (CAPART, Banks and Voluntary Agencies), People's Participation in Sustainable Development.

**Unit -III:** Urban Community: Meaning, Characteristics, Rural-Urban Contrast, City-Meaning, Classification, Trends in Urbanisation Process.

Urban Development Programmes: Five year plans and Urban Development, Madras Urban Development Projects (MUDP) I & II, Tamil Nadu Urban Development Project (TNUDP), Urban Basic Service Programmes (UBSP), Nehru Rozgar Yojana (NRY), TamilNadu Slum clearance Board.

**Unit IV:** Urbanization and Urbanism, Characteristics of Urbanism, Slums-Definition, Approaches.

Urban Community Development : Definition, Concept, objectives and historical background : Approaches, Principles, Process and methods of Urban Community development. Welfare Extension Projects of Central Social Welfare Board, Urban Development Planning, Legislation relating to Urban Development, Urban Land Ceiling Act, Town and Country Planning Act, Nagarpalika Act and Tamil Nadu Slum Clearance and Improvement Act, Community Planning and Community Participation.

**Unit V:** Urban Development Administration : National, State and Local levels, Structure and Functions of Urban Development Agencies, Urban services and Urban

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deficiencies, Metropolitan Development Authorities, Housing and Urban Development Corporation (HUDCO), Housing Board.

Problems in implementation of Rural Urban Development Programmes, Application of Social Work methods and Role of Social Workers Role of Voluntary Agencies in Rural and Urban Development.

**References:**

1. Jain S.S.- Community Development and Panchayat Raj in India.
2. Rajeshwari Dayal – Community Development in India, Kitab Mahal.
3. Government of India – Five Year Plans, Kitab Mahal, New Delhi.
4. Thudipara Jawcob – Urban Community Development, Rawat Pub, New Delhi 1993.
5. Ramachandran – Urbanisation and Urban System in India. Oxford Uni. Press, New Delhi 1989.
6. Mitra Arup – Urbanisation. Trends perspectives and challenges, Rawat Pub. Jaipur, 1993.

## MEDICAL AND PSYCHIATRIC SOCIAL WORK

### Objectives :

1. To develop understanding of Psycho-Socio- cultural realities associated with Patient Care in the Hospital and Community setting.
2. To gain knowledge of institutional and extra-mural approaches to provision of Mental Health Services.

**Unit 1:** Medical Social Work: Definition, Objectives, Its Nature, need and scope: Historical Development in India and abroad, Practice of Social Work methods in Hospital settings, their need and importance of working with patients and families.

**Unit II:** Concepts of Illness and Disease: Psychological, Social and Economic Implications of Illness and disability for the patient and his family concepts of patient as a person, patient as a whole, the psychosomatic approach, Multi-Disciplinary approach and team work, Role of Social Worker as a member of the team.

**Unit III :** The Hospital as a formal Organization, its goals, technology, Structure and Functions, Departments, Administrative Procedures, Implications of Hospitalization for the patient and his family.

Medical Social Work Department: Organization and functions – Medical Social Work Practice in different settings.

**Unit IV:** Psychiatric Social Work: Definition and Concept, Changing perspective of Psychiatric Social Work, Changing trends in Mental Health Care, Case Work, Group Work and Community Organization in the Psychiatric setting – limitations and difficulties faced in Psychiatric Social Work Practice, Mental Health Problems in India.

**Unit V:** Concept of long term Hospitalization: Impact of long term hospitalization on the patients and the families - Role and Functions of Medical Social Worker in Rural and Urban Community Settings, Promoting health needs and functions, Maternity and Children's Hospital , Cancer, Chronic Illness (Diabetes, Nephritis, Cardio-Vascular Disorders, HIV/AIDS; Tuberculosis) , Blood bank Transplant Centers, Trauma Care Centers, Hospice setting, NGO's Managing Health Services and Hospitals,

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**References:**

1. Banerjee G.R. : Social Service Department in Hospitals – Its Organisations and Functions, TISS, Bombay 1950.
2. Gold stein Dora: Expanding Horizons in Medical Social Work , University of Chicago Press 1955
3. Verma, Ratna : Psyahciatric Social Work in India, Sage Publications , New York, 1991.
4. French, Lois Merdith: Psychiatric Social Work. the Common Wealth Fund. New Delhi.
5. Kappan H.I.Freedom A.M & Sadoch B.J. (1980) Comprehensive Text Book of Psychiatry (3<sup>rd</sup> Ed.) Vols. 1,2, & 3, Williams & Wilkins, Baltimore London.

Paper - 9  
**PERSONNEL MANAGEMENT,  
INDUSTRIAL RELATIONS AND LABOUR WELFARE**

**Objectives:**

1. To gain knowledge on Philosophy, Principles and Policies of Personnel Management.
2. To attain the skills required to program the Managerial functions.
3. To enhance knowledge on Industrial relations.
4. To Develop insight of employee Communications, Health, Safety, and Security.

**Unit I: Personnel Management :** Definition, Objectives, Functions, Philosophy, Policies and Principles, Qualities of Personnel Managers, Challenges of HR Managers for 21<sup>st</sup> Century.

**Unit II: Manpower Planning :** Meaning, Need and Importance, Objectives, Types, Process, Job analysis.  
Selection Process: Placement and induction, Training and development, Transfers, Promotion. Personnel Policies and Performance appraisal.  
Wage and Salary Administration: Principles, Compensation Plan, Fringe benefits, Bonus, Job evaluation.

**Unit III: Industrial Relations:** Concept, definition, Significance, Objectives, Scope, Characteristics of IR System, Constitutional safeguards, Changing Profile of Labourers.

**Unit IV: Trade Union and Industrial Disputes:** Trade Union – Meaning, History, Trade Union Movements, Functions, Problems faced by trade union, Employer Federation.  
Industrial Disputes: Meaning , Types, Causes, Machineries to handle disputes.  
Disciplinary Procedure: Code of Conduct.  
Grievances – Meaning , Causes, Grievance redressal Procedures.

**Unit V: Worker's Participation –** Meaning, Significance, Collective bargaining  
Meaning, Types, approaches, issues.  
Employee Communication and Counseling : Meaning , Types, Barriers, Process, Objectives and techniques of Counseling.  
Labour Welfare – Meaning, Types, Measures related to health, safety and security Role of Welfare Officer.

**Reference:**

1. Venkataratnam C S and Srivastava BK, Personnel Management and Human Resource.
2. Robbins, Stephen P and Decenzo, David (2002), Fundamentals of Management, Delhi.
3. Arun Monappa, Industrial Relations, Himalaya
4. Mamoria and Momoria, Dynamics of Industrial Relations in India, Himalaya.



## **FAMILY AND CHILD WELFARE**

### **Objectives:**

1. To understand the Concepts and Philosophy of family and Child Welfare
2. To gain knowledge on Welfare measures related to family and child.
3. To analyses the role of Family and Community in development of Children

**Unit-I : Family: Meaning: Types.**

Family Welfare : Meaning, Objectives, Philosophy.

Child Welfare : Meaning, Objectives, Philosophy.

**Unit-II: Family Welfare Planning Programme and methods.**

Family Planning –Natural Family Planning methods and Artificial Methods.

**Unit –III: Problems of Children- Child Abuse, Child Labour , Street Children, Female Infanticide.**

**Unit – IV: Child Health: Sources Of Nutrition, Balanced diet, Malnutrition, Nutritional disorders.**

Childhood Diseases; Types, Causes, Symptoms, Treatment.

**Unit-V: Institutional and Non-institutional Services:**

Child guidance, Child Welfare in India, Constitutional safeguards, National Policy for the Child.

National and international agencies for Child Welfare.

### **Reference:**

1. Venkatachalam P.S. Nutrition for Mother and Child, National Institute of Nutrition, Hyderabad.
2. Laxmi (1998) Encyclopedia of Child and Family Welfare, Anmol Publications, Pvt., Ltd., New Delhi.
3. Devananda and Thomas M.M. (1978) Changing pattern of Family in India, Bangalore Press.
4. William.J. Goode, The Family, EEE Publications, New York, 1974.



Paper - I I

### Project Work

#### Objective

1. To equip the Students to identify social Problems or Social Issues and do project Work by using research tools to gain research aptitude.

Candidates are expected to choose any topic and Conduct research and submit a project report at the end of the second year which will be evaluated for 75 marks and Viva-Voce Examination will be conducted on the Project work for 25 marks.

Procedure for Project Work and Viva-Voce is given in the course design.

REGISTERAR

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