# Course Structure of Master Degree in Social Work (MSW)

## Part - I

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<td>II</td>
<td>Methods of Social Work - 1 (Social Case Work/Social Group Work)</td>
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<td>III</td>
<td>Methods of Social Work-2 (Community Organisation)</td>
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<td>IV</td>
<td>Man and Society (Sociology/Indian Economic System)</td>
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<td>V</td>
<td>Human Growth &amp; Behaviour and Health &amp; Hygiene (Human Growth &amp; Behaviour/Health Care Management)</td>
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<td>VI</td>
<td>Social Work Research and Statistics (Social Work Research/Statistics/Use of Computers)</td>
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<td>VII</td>
<td>Field Work (Placement Reports)</td>
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<td>Viva Voce</td>
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**Total** 750

## Part - II

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<th>PAPER</th>
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<td>Project Work (Study Reports)</td>
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<tr>
<td>XVI</td>
<td>Viva Voce</td>
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**Total** 750
PART – I

PAPER - I : HISTORY AND PHILOSOPHY OF SOCIAL WORK

1. Development of Social Work as a profession : concept of charity, philanthropy, changes in the approach from charity to social development.

2. Historical development of Social Work in India.
   - Social Welfare in British period and in the post Independence Period.


5. Social Philosophy of Rabindranath Tagore, Swami Vivekananda and Mahatma Gandhi.

6. Contribution of social work profession to the achievement of Social Justice and Human Rights in India, Constitutional provisions in India and their implications.

7. Basic assumptions, values, ethics and principles of Social Work.

8. Problems faced by social work profession in India.

9. Introductory concept of the terms.
   i. Social Welfare
   ii. Social Service
   iii. Social Reform
   iv. Social Work
   v. Social Legislation
   vi. Social Policy
   vii. Social Defence
PAPER - II : METHODS OF SOCIAL WORK - I

A. SOCIAL CARE WORK

(50 MARKS)

1. Definition, component and principles of Social Case Work.

2. The phases of problem solving process: Intake, Study, Diagnosis, Treatment and Termination.

3. Use of Casework skill in dealing with cases of:
   i. Marital discord
   ii. Problems of Family Relationship
   iii. Problems of the Aged
   iv. Mentally Retarded persons


6. Concept and importance of Record Keeping in Social Casework.

B. Social Group Work
(50 Marks)

1. Definition, characteristics and types of Group. Importance of Group in personality development.

2. Definition and principles of Social Group Work, models in group work, historical development of Social Group Work.

3. Role of professional Social Worker in helping groups to utilise group relations, leadership in Social Group Work.

4. Record keeping, supervision and evaluation in Social Group Work.


7. Group formation-sub-groups-triad, dyad and cliques. Crisis/conflicts in group situation and interventions : Communication and interaction in groups.

8. Techniques and skills in Social Group Work.

PAPER - III : METHODS OF SOCIAL WORK - II
Community Organisation

1. Definition, types, characteristics and basic problems of the community.


3. Leadership in Community Organisation
   i. Concept
   ii. Theories
   iii. Types
   iv. Role

4. Community Participation : concept, importance and methods to achieve.

5. Community Organisation in rural and urban communities.
6. Relevance of Community Organisation as a method across different spheres of social work intervention e.g. health, education, housing, sanitation, income generation, displacement, etc.

7. Social Action-concept, scope and process, its relationship with Community Organisation.


10. Concept of Communication: definition, types, methods, suitable structure and channels of communication in organization. Precondition to effective communication, barriers to communication.

11. Sarvodaya Movement as a model of Community Organisation.

**PAPER - IV : MAN AND SOCIETY**

1. Definition and scope of Society from the angle of Economics, Psychology, Social Anthropology, Political Science and Sociology. Importance of Sociology in social work.

2. Elements of Society:
   i. Community
   ii. Associations
   iii. Institutions

3. Indian Social Structure-social systems of:
   i. Tribal
   ii. Urban
   iii. Rural
4. Change in Indian social institutions
   i. Family
   ii. Marriage
   iii. Caste
   iv. Religious groups
   v. Gender bias
5. The effects of Globalisation on economic, cultural, social and family Structures. The adverse effects of development, displacement and migration for livelihood.
6. The influence of modernisation and urbanisation on the socio-economically depressed sections.
7. Contemporary Social Problems
   i. Trafficking
   ii. Child and elderly persons abuse
   iii. Criminality
   iv. Juvenile delinquency
   v. Youth unrest
8. The process of socialisation-deviance and social control.

Part - II

Indian Economic System

(50 Marks)

1. Concepts and brief account of
   i. Feudalism
   ii. Capitalism
   iii. Socialism
   iv. Mixed Economy and
   v. Welfare State
2. Brief introduction to major theories of economic growth.
3. Economic condition of India with particular reference to
   i. National income
ii. Population
iii. Poverty
iv. Unemployment
v. Illiteracy

4. Planning in India—as an instrument of socio-economic policy—with special reference to:
   i. education
   ii. health
   iii. housing
   iv. class and caste equality

5. The problems and objects of development:
   i. Agriculture
   ii. Industries
   iii. Rural and urban Development

With special reference to the vulnerable population.

**PAPER V: HUMAN GROWTH & BEHAVIOUR AND HEALTH & HYGIENE**

(50 Marks)

1. Human Growth and Development:
   Concept and principles of development, social and cultural environment.

2. Growth and development in each stage of life span—conception to old age, opportunity and services including health and nutrition needed to support and enhance growth and development at each level.

3. Principles of growth and development: Basic human needs from infancy through adulthood.

4. Role of heredity and environment or human growth and behaviour.

5. Personality: Concept and theories.


7. Social prejudice, propaganda, public opinion.
8. Human Groups: Group dynamics, Group morale and leadership, Group behaviour-audience, crowd and mob behaviour.

**Health Care Management**

**(50 Marks)**

1. (a) Definition of Health—physical, mental, social and spiritual.
   
   (b) Personal hygiene, Home sanitation, First aid, Concept of hygiene: personal, environmental and sexual.

2. Reproductive and Child Health
   
   (a) Antenatal Care:
   
   (b) Post-natal Care:

3. Symptoms, causes, control and prevention of following diseases:
   
   (i) TB
   
   (ii) VD
   
   (iii) AIDS
   
   (iv) Cancer
   
   (v) Hepatitis B
   
   (vi) Malaria
   
   (vii) Diarrhoea
   
   (viii) Leprosy

4. Role of Social Worker in School Health Services:
   
   i. Personal hygiene
   
   ii. Classroom facilities
   
   iii. Environment
   
   iv. Sanitation and
   
   v. Child to child practice.

5. Elements of Nutrition and Balanced Diet. Nutrition requirements in different target groups:
   
   i. Infants
   
   ii. Pre-school Children
   
   iii. Expectant and Nursing Mothers.

7. Drug addiction: Causes, symptoms, treatment of the addicts, rehabilitation, role of different institutions and individuals.

PAPER-VI : SOCIAL WORK RESEARCH AND STATISTICS

Social Work Research

(50 Marks)

1. Introduction to Social Research
   i. Survey and Research—meaning, importance and types
   ii. Distinction between survey and research
   iii. Social Work Research—meaning, importance, scope and limitations
   iv. Distinction between Social Research and Social work Research.

2. Methodology of Social Work Research
   i. Identification of problems and formulation research proposal
   ii. Formulation of hypothesis
   iii. Attributes of a good hypothesis
   iv. Test of hypothesis

3. Research Design
   i. Selection of topic
   ii. Determination of sample from universe
   iii. Sampling methods
   iv. Time frame
   v. Statistical tool to be used

4. Data Collection
   i. Selection of source of data—primary and secondary, both
   ii. Preparation of questionnaire
   iii. Abbreviation
iv. Case Study
v. Interview
vi. Limitations of each

5. Presentation and Tabulation of Data
   i. Analysis and interpretation
   ii. Writing of findings in a structured way

6. Project planning, feasibility test and writing of project report.

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Statistics
(50 Marks)

1. Introduction
   i. Definition
   ii. Importance, scope and limitation of Statistics

2. Analysis of Univariate Data
   i. Features of Frequency Distribution
   ii. Common charts and diagrams
   iii. Measures of central tendency and dispersion
   iv. Mean deviation
   v. Standard deviation
   vi. Quartile deviation

3. Analysis of Bivariate Data
   i. Bivariate Frequency Distribution
   ii. Simple correlation
   iii. Rank correlation
   iv. Linear regression

4. Simple tests of Hypothesis
   i. t-test
   ii. Chi-square test
Use of Computer
(20 Marks)

1. Word Processing
   i. Document creation
   ii. Editing
   iii. Formatting
   iv. Using tools such as spelling check, Thesaurus, etc. in Word Processors and Printing Documents.

2. Working knowledge under MS Excel and DBMS Environment.

**PAPER-VII : FIELD WORK**

To reinforce the knowledge acquired through studies, actual practice in the field situation under the guidance of a Supervisor from the agency itself, students will be sent to different agencies for Block Placement of at least 30 days duration. Each student needs to spend the entire period of placement—

(i) to study the organisational aspects as well as

(ii) to practice the Case Work, Group Work, Community Organisation theories that they have learnt in the classroom situation.

The University will evaluate the performance of the students on the basis of the reports submitted. The students will have to pass independently in Fieldwork in order to qualify for the degree.

The students themselves will have to borne all expenses in this connection. Along with the report students will have to produce a Certificate of satisfactory completion of the Fieldwork. The Block Placement must be completed within eight months from the beginning of the course and the report will have to be submitted within one month from the completion of the Fieldwork. A Committee formed by the Board of Studies shall conduct a viva-voce examination basically centering the Fieldwork soon after the theoretical examination is over. The students will have to pass in the viva-voce also in order to complete the M.S.W. course.
Soon after the theoretical Examinations are over, a viva-voce examination will be held covering both—The theoretical papers as well as field work reports submitted.

PART – II

PAPER-IX : SOCIAL WELFARE ADMINISTRATION

1. Concept, importance, principles and areas of social welfare administration; difference between public administration and social welfare administration.


3. Concept, techniques, components, methods and principles of Supervision, Monitoring and Evaluation, Public Relation.

4. Concept and importance of Organization, Organizational Behaviour, Motivation; Team Building, Leadership, Decision Making and Group Dynamics.


6. Social Welfare Administration at the central level : Administrative structure, activities and various schemes of the Union Ministry e.g. MSJE, Department of Women and Children, Department of Youth Affairs.

7. Social Welfare Administration at the state level : Administrative structure, activities and various schemes of the State Government in the areas of women and children, Disability, Social Defence and Backward Class.


10. Project Management : Components, skills, techniques, operation and methodology.
PAPER-X : COMMUNITY DEVELOPMENT

A. Rural Community Development

(50 Marks)

1. Rural Socio-Economic Structure : Rural Demography, Rural Social Structure, Rural Economic Structure, Rural Poverty; Migration pattern.

2. Concept, scope and importance of the study of Rural Community Development in India.

3. Historical review of early experiments in rural development with reference to Sriniketan, Gurgaon, Bhu Daan, Gram Daan and Nilokheri project.

4. Administrative organization of the Ministry of Rural Development and State Department of Rural Development and Panchayati Raj : objectives, function and financing pattern, implementation and target group of various Rural Development Programmes : SGRY, NFFWP, IWDP, DADP, SCP&TSP, IAY, RSVY.

5. Concept, historical development, structure and function of PRI, Legislative provision in PRI, need and importance of people’s participation in local self government to strengthen participatory governance.

6. Concept of coordination and convergence in rural development, role of Bank, Cooperatives and Industries in rural development.

7. Concept, importance and review of Tribal Development in India.

B. Urban Community Development

(50 Marks)

1. Concept, importance, scope and growth of Urban Community Development in India.

2. Concept, origin, characteristics of urban slums programme intervention for slum development in India, Resettlement and Rehabilitation Programme for the Urban Slumdwellers.

3. Special agencies of urban community development with special reference to W.B., structure, function of CMPO, KMDA, CIT, HIT, Haldia Development Authority, Siliguri Development Authority and Durgapur Development Authority.

5. Background, administration, objectives, function and target group of various urban development programmes: SJSRY, WSSP, PMRY etc.


7. Role of Bank, Commercial Institutions and NGOs in urban development.

PAPER-XI: CONTEMPORARY SOCIAL PROBLEMS AND SOCIAL POLICY

1. Concept of social problem, nature and causes, types, theoretical explanations of social problem with reference to India.

2. Problem related to family and marriage in India, marital conflict: causes and consequence of divorce, desertion, problem of child marriage, dowry.

3. Problem of social dependency: aged, disabled, Home less: general profile, causal factor and intervention of social work method.

4. Problem of women: historical review, profile, problem of atrocities against women, policy to combat the problem.

5. Problem of Trafficking on Women and girls: nature, causes, extent and magnitude, social, economic and legal measures for prevention.


9. Unemployment: Magnitude, Types, Causes, Consequences, measures taken to control unemployment.


13. Problems of Young Population: Demography of young population, problems of young people, youth agitation, youth leadership, programmes for the youth welfare and development.

**PAPER-XII: CRIME AND CORRECTIONAL ADMINISTRATION**


2. Concept, nature and extent of Juvenile Delinquency in India, major factors, legal provision and juvenile justice system, programme for control and prevention of delinquency.


4. Emergence of crime in North America, theories of crime.


6. Origin of prison, prison reform movement in India and penal reform in India.

7. Administration and function of correctional institution with reference to Presidency Jail and Alipore Jail.


9. Structure and function of correctional institution: state organization, observation home, children homes, special homes and shelter homes.

10. Application of social work method in correctional institution, role of social worker in probation, parole and after care.

**PAPER-XIII : SOCIAL LEGISLATION**

1. Concept, guiding principles, legislation and the role of law in social welfare and social security.

2. Provision related to social justice and human rights in the constitution with reference to rights of women and children, tribals, minorities and displaced persons.

3. Social legislation as an instrument of social change : Legal Aid, Family Court, PIL, National and State Legal Services Authorities, Lok Adalat.

4. Sainent feature, provision and implementation of legislation with reference to marriage and divorce, inheritance, succession, maintenance of spouse and children.


6. Salient feature, compensation, range of benefit and administration of Old Age Pension, workmen’s compensation, maternity benefit, unemployment assistance.


**PAPER-XIV : AREAS OF SOCIAL WORK PRACTICE**

A. Disability :

I. Medical aspect : Types of disability, causes, preventive measure as early intervention.

II. Social aspect : Impact of disability as family and society, programmes and policies of disability, role of professional social worker in dealing with the problem.

B. Child Development and Child Protection:
i) Demographic profile of children in India.
iii) Programme and policy on child development.
iv) Child protection—Constitutional safeguards, child rights in CRC.

C. Age Care:
i) Demography of the aged in India.
ii) Aging as a social problem—social, economical and psychological problem of widowhood.
iii) Programmes for Welfare of the aged, community based Approach in age care.
iv) Role of social work profession in Age Care.

D. Women Development:
i) Status of Women in India, Factos affecting status of women.
ii) Problems of women in the areas of Health, Education, Employment and political participation.
iv) Role of women’s organization, NGOs, SHGs in the development & empowerment of women.
v) Programmes for the women development at the National & State Level.
E. Youth Welfare:

Demographic profile of youth in India. Importance of youth. Youth welfare Programmes. Role of Social Worker in Youth Welfare.

F. Welfare of the Backward Classes:

Demographic Profile of Schedule Caste and Schedule Tribe Population. Social, Cultural and economic Problems faced by them. Different approaches to their solution. Welfare programmes initiated by the Government and NGOs.

PAPER-XV: PROJECT WORK / AGENCY PLACEMENT

The final year students of M.S.W. course are required to do Project Work. Agency placement. Each one of them will have to conduct a study based on a particular problem/issue as part fulfilment of the requirements of M.S.W. degree. The topic for study/social investigation to be independently conducted by each student during the stage of M.S.W. Part II shall be finalised by the students in consultation with the Counsellors.

On completion of the study they will have to prepare Project Report in English or Bengali and submit the same to the Coordinator of the respective Study Centre before the commencement of the M.S.W. final examination. The report must bear the signature of the Supervisor-Counsellor. If decided by the authority, they can go for agency placement alternatively.

PAPER-XVI: VIVA VOCE

Soon after the final examination is over, the students will have to appear in a viva-voce examination to be conducted by a Committee appointed by the University. To get a M.S.W. degree the students will have to get pass marks both in the Project Work as well as in the viva-voce examination besides the theoretical papers.
Reference Books

Paper – I
(i) An introduction to Social Work—Betly J. Piccard
(ii) From Charity to Social Work—Kathleen Woodroote
(iii) History and Philosophy of Social Work in India—Prof. A. R. Wadia
(iv) Handbook of Social Welfare—Dr. D. Paul Choudhury
(v) Towards a Philosophy of Social Work in India—S. Dasgupta
(vi) Concept and History of Social Work—G. R. Madan

Paper – II
(i) Social case work : A Problem Solving Process—Perlman, Helen Harris
(ii) Theory and Practice of Social case Work—Hamilton G.
(iii) Social Group Work : Principles and Practice—H. B. Trecker
(iv) Social Group Work Practice—Wilson & Ryland

Paper – III
(i) Community Organization—Dr. (Prof.) Banmala
(ii) Encyclopaedia of Social Work in India (Vol. I)—Govt. of India
(iii) Community organization-Theory & Principles—R. G. Murray
(iv) Community Organization in India—K. D. Gangrade
(v) Social Action—S. Dasgupta
(vi) Social Action—N. V. Moorthy

Paper – IV
(i) Sociology—Morris Ginsbery
(ii) Sociology—S. Sachder
(iii) Indian Economy—Mishra & Puri
(iv) Artha Vidya—Joydeb Sarkhel
Paper – V  
(i) Elements of Social Psychology—B. Kuppuswamy  
(ii) Introduction to Psychology—C. T. Margan  
(iii) Fields of Applied Psychology—A. Anastasi  
(iv) Psychology : The Fundamentals of Human Adjustment—N. L. Munn  
(v) Child Psychology—Skinner & Harriman  
(vi) Human Growth & Development—Chris Backett  
(vii) Health women, Healthy, Mothers : An information Guide—Dr. A. A. Arkutu  
(viii) Communicable Disease Control Handbook—J. Hawker & Others.  
(ix) Training Mamal for Middle Level Health Workers—VHAI  

Paper – VI  
(i) Research Methods—Ram Ahuja  
(ii) Samajik Gabesona : Padhhati Prakriya—Krishnadas Chattopadhyay  
(iii) Social Research Methods—Lorence Newman  
(iv) Social Statistics—Hubert M. Junior  
(v) Statistical tools & techniques—P. K. Giri & J. Banerjee  

Paper – IX  
(i) Social Welfare Administration—S. L. Goel & R. K. Jain  
(iii) Social Welfare Administration—D. Paul Choudhury  

Paper – X  
(i) Urbanization and Urban Systems in India—R. Ramachandran  
(ii) Social Problems in India—Ram Ahuja  
(iii) Urban and Regional Planning in India—K. V. Sundaram  
(iv) Sociology—D. C. Bhattacharya  
(v) Urbanization, Migration and Rural Change—Biplab Dasgupta  
(vi) Slums and Community Development—Marshall B. Clinard
Paper – XI
(i) Social Problems in India—Ram Ahuja
(ii) Handbook of Sociology—Ogbarn & Nimkaff
(iii) Indian Social Problems—Vol I & II—G. R. Madan
(iv) Our Laws. Multiple Action Research Group
(v) National Perspective Plan for Women—Govt. of India

Paper – XII
(i) Indian Social Problems Vol. I & II.—G. R. Madan
(ii) Sociology—D. C. Bhattacharyya
(iii) Rights of Women in India—Justice Mallick & Dr. Bela Dutta Gupta
(iv) Criminal Procedure Code—P. D. Mathew
(v) The Juvenile Justice Act—P. D. Mathew
(vi) Social Legislation in India—K. D. Gangrade

Paper – XIII
(i) Social Justice and Development of Weaker Section—Bindheswar Pathak
(ii) Theory of Justice—Rams John
(iii) Social Justice and the Indian Constitution—V. R. Krishna Iyer (Ed)
(iv) Social Security and National Development—M. M. Singh
(v) A Study of Organization in Rural Development—K. K. Mukherjee

Paper – XIV
(i) National Perspective Plan for Women, Gov. of India
(ii) Status of Women in India—Dr. Phularenu Guha
(iii) Indian Social Problems—G. R. Madav
(iv) Youth Policy—Dept. of Youth Affairs & sports, Govt. of India
Syllabus of
Master of Social Work
(MSW)