

RKDF UNIVERSITY, RANCHI

**Scheme of Examination (Semester 1st)
Credit Based Grading System (CBGS) w.e.f July 2019**

Master of Arts (MSW)

Subject wise distribution of marks and corresponding credits

S.No.	Subject Code	Subject Name	Marks Distribution				
			Internal Marks	External Marks		Total Marks	
			Max	Max	Min	Max	Min
1	PSW101	Introduction to Professional Social Work	30	70	21	100	35
2	PSW102	Sociology for Social Work Practice	30	70	21	100	35
3	PSW103	Psychology for Social Work Practice	30	70	21	100	35
4	PSW104	Social Work With Individuals	30	70	21	100	35
5	PSW105	Social With Group	30	70	21	100	35
Total						500	

Choice Based Credit System

S.No.	Subject Code	Subject Name	L	T	P	Credit
1	PSW101	Introduction to Professional Social Work	4	1		5
2	PSW102	Sociology for Social Work Practice	4	1		5
3	PSW103	Psychology for Social Work Practice	4	1		5
4	PSW104	Social Work With Individuals	4	1		5
5	PSW105	Social With Group	4	1		5
Total			16	5		20



R.K.D.F. UNIVERSITY, RANCHI

New Scheme As per CBCS Pattern

Semester – I

Course Content

Program	Subject Title	Subject Code
P.G Social Work	Introduction to Professional Social Work	

Unit-I

Social Work: Definition, objectives and functions – Historical development of social work in India- Contexts of social work practice – Concepts related to social work – Social service, Social welfare, Social reform, Social policy, Social security, Social justice and Social development.

Unit-II

Theories of Social Work – Ecological Systems Theory, Psychodynamic Theory, Social Learning Theory, Anti-oppressive social work, Strengths perspective, Radical social work, Task centred approach and Gandhian Theory.

Unit-III

Social Work as a Profession – Philosophy, values, principles and code of ethics of professional social work – Knowledge and Skills base of social work – Tenets of the social work profession.

Unit-IV

Introduction to methods of social work and levels of practice – Micro, mezzo and macro levels – Fields of Social Work: Community Development, Medical and Psychiatric Social Work, Social Work in the Workplace, Social Work with Family and Children, School Social Work, Correctional Social Work, Youth Development, Disaster Management, Corporate Social Responsibility, Conflict and Peace, Working with Marginalized Groups.

Unit-V

Social Work Education in India – Evolution, Nature and content of social work education – Fieldwork – Nature and objectives – Importance of field work supervision- Professional Associations of social work – Problems of professionalization in India - Networks in Social Work.

Suggested Readings

- Bhattacharya, Sanjay. (2008). *Social work psycho-social and health aspects*. New Delhi: Deep and Deep Publications.
- Chowdhry, Paul. (1992). *Introduction to social work*. New Delhi: Atma Ram and Sons
- Compton Beulah R. (1980). *Introduction to social welfare and social work*. Illinois: The Dosery Press.
- Cox, David and Manohar Pawar. (2006). *International social work*. New Delhi: Vistar Publications.
- Dasguta, S. (1967). *Towards a philosophy of Social Work in India*. New Delhi: Popular Book Services
- Desai, Murali. (2002). *Ideologies and social work (Historical and Contemporary Analysis)*, Jaipur : Rawat Publications.
- Dubois, Brenda, Krogsrud, Karla, Micky - Third Edition. (1999). *Social work - An empowering profession*. London : Allyn and Bacon
- Fink, Arthur et al. (1985). *The fields of social work*. Beverly Hills, Calif: Sage Publications.
- Friedlander, Walter A. (1977). *Concepts and methods of social work*. New Delhi: Prentice Hall of India Pvt. Ltd.
- Gore, M. S. (1965). *Social work and social work education*. Bombay: Asia Publication House
- Hepworth, Dean H. (2010). *Direct social work practice-Theory and skills (8th edition)*. New York: Brooks/Cole.
- Jacob, K.K. (1994). *Social work education in India*. New Delhi: Himanshu publishers.
- Konopka, Gisela. (1958). *Social work philosophy*. Minneapolis: The University of Minnesota Press.
- Nair, T. Krishnan. (1981). *Social work education and social work practice in India*.
- Madras : Association of School of Social Work in India
- Pathak, S.H. (1981). *Social welfare: An evolutionary and development perspective*. New Delhi: Macmillan Publication.
- Rameshwari, Devi and Ravi Prakash. (2000). *Social work practice*. Jaipur : Mangal Deep Publications
- Sheaffer Bradford. (1989). *Social work: A profession of many faces (5th ed.)* Boston: Allyn & Bacon.
- Singh, K. (1994). *Social work theory and practice*. Lucknow: Prakasahan Kendra.
- Singh, R.R. (1985). *Field work in social work education: A perspective for human service profession*, New Delhi : Concept Publishing Company
- Skidmore, R.A., Milton G. Thackrey and A. William Farley. (1991). *Introduction to social work*. New Jersey, Englewood Cliffs: Prentice Hall.
- Wadia, A. R. (1961). *History and philosophy of social work in India*. New Delhi: Allied Publishers
- Yagna J. Stephen and Johnson C. Louise. (2007). *Social work practice - A generalist Approach*. New Delhi: Pearson Education.



R.K.D.F. UNIVERSITY, RANCHI

New Scheme As per CBCS Pattern

Semester – I
Course Content

Program	Subject Title	Subject Code
P.G Social work	Sociology for Social Work Practice	

Unit-I

Introduction to Sociology - Concept of Society- Meaning, types and characteristics - Individual and Society – Community – Rural, Urban and Tribal Communities - Social Organizations - Meaning and Forms - Concept of Associations - Difference between Society, Community and Association

Unit-II

Social Stratification – Meaning and functions, Caste, Class and Race, Social Mobility – Concept and types of social mobility - Social Institutions - Marriage, Family, Education, Religion – Meaning, Types and Functions - Political Institutions - Concept of State, Government, Democracy

Unit-III

Concept of Culture - Culture and Society - Cultural Lag Cultural assimilation and integration - Civilization - Customs, Mores, Folkways - Socialization - Meaning, Agencies and Functions - Social Control - Meaning and agents - its effect on individual and society - Social Processes - Co-operation, Competition, Conflict, Accommodation, and Assimilation

Unit-IV

Sociological Theories: August Comte, Spencer, Weber, Durkheim, Simmel, Karl Marx.
Indian Social Thinkers - Gandhi, Aurobindo, Vivekananda, Radhakrishnan - Social Change – Meaning, Theories, Causes and resistance.

Unit-V

Social problem - Concept, Causes, Characteristics and Theories - Social Labeling, Social Deviance, Social Disorganization - Major Social Problems - Poverty, Unemployment, HIV/AIDS, Substance Abuse, Crime

Suggested Readings

- Bhusan, Vidya & Sachdev, (2006), *An introduction to sociology*. Allahabad, Kitab Mahal.
- Harry. M. Johns, (1993). *Sociology: A systematic introduction*. Chennai: Allied Publications
- Horton,P.S & Hunt, C. L. (2005). *Sociology*. New Delhi: Tata McGraw Hill
- Papa, J.M. et al (2006). *A dialectic journey of theory and practice*. New Delhi: Sage Publications
- Ramasamy, P. (2008). *General and medical sociology*. Chennai: New Millennium
- Chowdhry, Paul, (1992). *Introduction to social work*. New Delhi: Atmaram & Sons
- Cox, David & Pawar, M. (2006), *International social work: Issues, strategies and programmes*. New Delhi: Vistaar Publications
- Friedlander, (2005). *Concepts and methods of social work*. New Delhi: Prentice Hall.
- Gangarade, K. D, (2005). *Gandhian approach to development and social work*. New Delhi: Concept Publishers
- Gupta, Das. (1962). *Towards a philosophy of social work in India*. New Delhi: Popular Prakasan



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New Scheme As per CBCS Pattern

Semester – I

Course Content

Program	Subject Title	Subject Code
P.G Social work	Psychology for Social Work Practice	

Unit-I

Psychology - Meaning, Definition, Fields and Methods, Introduction to Schools of Psychology, Relevance of Psychology to Social Work practice

Unit-II

Heredity and Environment – Lifespan perspective – Development: concept and principles; Developmental stages and Developmental tasks – Developmental periods – infancy, babyhood, childhood, puberty and adolescence, early adulthood, middle age and old age – areas of Human Development – Physical, Social, Emotional, Moral and Cognitive growth and Theories – Cognitive Development – Piaget, Moral Development – Kohlberg

Unit-III

Concept of Human Behaviour, the Concept of Self - Psychological Processes in Behaviour: Needs and Motives, Cognition, Memory, Intelligence: Concept, theories and assessment - Motivation: Meaning, definition, types and characteristics of motives, theories of motivation – Personality: Meaning, Definition, types and factors influencing Personality and structure, Theories of Personality

Unit-IV

Human Behaviour Processes – Emotions, Concept of Perception, Characteristics, process and factors influencing perception; Definition, Concept, Nature of attitudes, stereotypes and prejudice, formation of attitudes and attitudinal change, leadership

Unit-V

Concept of normality and abnormality, Mental Health, characteristics of mentally healthy person, factors influencing mental health – Concept of abnormality – basic information on symptoms, causes and treatment of major and minor mental illnesses – role of social workers in promoting mental health.

Suggested Readings

- Archambeault, John. (2009). Social Work and Mental Health, UK: Learning Matters Pvt Ltd.
- Bee Helen L., Mitchell Sandra K. (1984). The Developing Person: A Lifespan Approach, New York: Harper and Row Publishers Publishing Co Ltd.
- Clifford, Morgen and King, Richard. (1975). Introduction to Psychology, New York: McGraw Hill Inc.
- Coleman, James C. & Broen William E. (1972). Abnormal Psychology and Modern life, India: D. B. Taraporevala Sons and Co. Pvt. Ltd.
- Crawford, Karen and Janet Walker. (2010). Social Work and Human Development, UK: Learning Matters Pvt Ltd. (3rd Edition).
- Hurlock, Elizabeth. (1976). Personality Development, New Delhi: Tata McGraw Hill Publishing Co. Ltd.
- Ingleby Ewan. (2006). Applied Psychology for Social Work, UK: Learning Matters Ltd.
- Mangal, S. K. (2007). General Psychology, New Delhi: Sterling Publisher Pvt. Ltd.
- Paula Nicolson, Rowan Bayne and Jenny Owen. (2006). Applied Psychology for Social Workers, UK: Palgrave Macmillan Ltd. (3rd Edition).



R.K.D.F. UNIVERSITY, RANCHI

New Scheme As per CBCS Pattern

Semester – I

Course Content

Program	Subject Title	Subject Code
P.G Social work	Social Work With Individuals	

Unit-I

Social Casework as a method of Social Work – Concept & Definition – Historical development of Social Casework – Distinctions between needs and wants, Objectives of working with individuals – Values, Principles and Components of case work

Unit-II

Approaches and Models - Psycho Social approach, Psychoanalytical, Functional approach, Problem solving approach, task centered approach, person-in-environment, strengths approach and crisis intervention, empowerment approach, eclectic approach – application of these approaches to understand clients and their contexts

Unit-III

Casework Process: Phase 1 – Exploration of person in environment – Phase 2 multidimensional assessment and planning, multidimensional intervention – Phase 3 – helping: implementing and goal attainment – Phase 4 – termination and evaluation – follow up – case work skills – case worker-client Relationship: meaning, purpose and elements/components – characteristics of professional relationship: empathy transference and counter transference, resistance, sustaining the relationship, non-possessive warmth, genuineness and self-disclosure – obstacles in client worker relationship – change process /Communication (IPR).

Unit-IV

Tools and techniques in casework: listening, observation, Interview – home visits, collateral contacts, referrals – techniques in practice – ventilation, emotional support, action oriented support, advocacy, environment modification, modeling, role-playing and confrontation – Case history taking, Record keeping – Face sheet, Narrative, Process and Summary recording.

Unit-V

Self as a case-worker – use of self in case work practice, JoHari window – dealing with stress and burnout – working with individuals in different settings: School/Education, Family and Children, clinical settings, Correctional and Industrial settings – working with older adults, persons with disability, people with alternate sexuality – Understanding resistance and reluctance in case work practice.

Suggested Readings

- Bhattacharya, S. (2009). *Social case work administration and development*. New Delhi: Rawat Publications.
- Jeffrey, K. A., & Shepard, D. S. (2009). *Counselling: theories and practice*. New Delhi: Cengage Learning India Pvt. Ltd.
- Mathew, G., & Tata Institute of Social, S. (1992). *An introduction to social casework*: Tata Institute of Social Sciences.
- Mujawar, W. R., & Sadar, N. K. (2010). *Field work training in social work*. New Delhi: Mangalam Publications.
- Perlman, H. H. (1957). *Social casework: a problem-solving process*: University of Chicago Press.
- Segal, E. A. (2010). *Professional social work*. New Delhi: Cengage Learning India Pvt. Ltd.
- Timms, N. (1966). *Social casework: principles and practice*. Routledge & Kegan Paul.
- Timms, N. (1972). *Recording in social work*: Routledge and K. Paul.
- Trevithick, P. (2000). *Social work skills: A practice handbook*. Open University Press
- Upadhyay, R. K. (2003). *Social casework: A therapeutic approach*. New Delhi: Rawat Publications.



R.K.D.F. UNIVERSITY, RANCHI

New Scheme As per CBCS Pattern

Semester – I

Course Content

Program	Subject Title	Subject Code
P.G Social work	Social Work With Groups	

Unit-I

Social groups – Definition, Characteristics, and Importance – Classification of Groups – Cooley, Sumner, MacIver & Page, Toseland & Rivas – Theories of Group formation – Social Group Work – Concept, Historical development of Group Work, Values and Skills, Principles and Purpose of Group work

Unit-II

Theoretical approaches of group work practice – Psychoanalytic, Learning, Field, Social Exchange, Systems theories. Stages of Group Development – Tuckman, Klien, Garland, Jones & Kolodny; Models of social group work – Social goals, Remedial, Reciprocal models, Programme development process, Programme Media

Unit-III

Basic Group Processes – Sub-group, Group conflict, Group decision making, Leadership in groups. Group dynamics – Concept, and Areas – Communication and Interaction Patterns, Group Cohesion, Social Control Dynamics and Group Culture.

Unit-IV

Stages or Phases of Group work – Pre group formation, Beginning phase, Middle/Working phase and Termination phase, Follow-up, Facilitation Skills and Techniques used in these Phases.

Unit-V

Group Work Practice in diverse settings – Disaster victims, Substance abusers, Alcohol Anonymous and elderly care – Role of group worker – Group psychotherapy, Group work Recording, Monitoring and Evaluation.

Suggested Readings

- Cartwright, Dorwin and Zander, Alwin. (1995). *Group dynamics*. New York: Row, Peterson & Co.
- Coyle, Grace, L. (1947). *Group experience and democratic values*. New York: The Women's Press.
- Trecker, H.B. (1970). *Social group work-principles and practices*. New York : Associate Press
- Toseland, R. and Rivas, R. (1995). *An introduction to group work practice*, (Massachusetts: Allyn and Bacon)
- Bhatt R.M. (1960). *Records of group work practice in India*. Baroda:Baroda University.
- Delhi School of Social Work (1958). *Field work records in group work and community organization*. London : Tavistock Publication
- Doel, M. & Sawda, C. (2003). *The essentials of group worker*. London : Jessica Kingsley Pub.
- Douglas, T. (1976). *Group process in social work: A theoretical synthesis*. New York : John Wiley & Sons
- Douglas, T. (1978). *Basic group work*. London : Tavistock Publication
- Barhard,. (1975). *The use of groups in social work practice*. USA : Routledge & Kegan Paul Ltd.
- Klein J. (1967). *The study of groups*. London :Routledge and Kegan Paul Ltd
- Konopka, G. (1954). *Group work in institution*. New York: Associate Press .
- Konopka, G. (1983 3rd Ed.). *Social group work: A helping process*. New Jersey : Prentice Hall
- Northen, H. (1969). *Social work with groups*. New York : Columbia University Press
- Northen, H. (1976). *Theory of social work with groups*. New York : Columbia University Press
- Phillips, H. (1962). *Essentials of social group work skills*. New York : Associate Press
- Ryland & Wilson,. (1949). *Social group work practice*. USA: Houghton Mifflin Co.
- Trecker, H.B. (1955). *Group work: Foundations & frontiers*. New York : Whiteside & William Marrow & Co

RKDF UNIVERSITY, RANCHI

Scheme of Examination (Semester 2nd) Credit Based Grading System (CBGS) w.e.f July 2019

Master of Arts (MSW)

Subject wise distribution of marks and corresponding credits

S.No.	Subject Code	Subject Name	Marks Distribution				
			Internal Marks	External Marks		Total Marks	
			Max	Max	Min	Max	Min
1	PSW201	Social Work With Communities	30	70	21	100	35
2	PSW202	Social Work Research And Statistics	30	70	21	100	35
3	PSW203	Social Policy And Social Welfare Administration	30	70	21	100	35
4	PSW204	Human Rights And Social Legislation	30	70	21	100	35
5	PSW205	Field Work	30	70	21	100	35
Total						500	

Choice Based Credit System

S.No.	Subject Code	Subject Name	L	T	P	Credit
1	PSW201	Social Work With Communities	4	1		5
2	PSW202	Social Work Research And Statistics	4	1		5
3	PSW203	Social Policy And Social Welfare Administration	4	1		5
4	PSW204	Human Rights And Social Legislation	4	1		5
5	PSW205	Field Work	4	1		5
Total			16	5		20



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New Scheme As per CBCS Pattern

Semester – II

Course Content

Program	Subject Title	Subject Code
P.G Social work	Social work with communities	

Unit-I

Community organization – History, Concept, Principles, Assumptions and Objectives – Community Organization and Community Development – Process of community organization – Study and Survey, Analysis, Assessment, Discussion, Organization, Action, Reflection, Modification and Continuation

Unit-II

Models of community organization – locality development, social planning, social action – Skills in community organization – Communication, Training, Consultation, Public relations, resource mobilization, liaisoning – Approaches to community organization – General content, Specific content and Process objective

Unit-III

Methods of community organization – Awareness creation, Planning and Organizing, Education, Networking, Participation, Leadership – Community organization with vulnerable communities – Migrants, Refugees, Slum dwellers and transgender

Unit-IV

Social Action in Community Organization - Concept, Purpose, Strategies and Tactics in Social Action – Social Action as a method of social work – Approaches to social action – Paulo Friere, Saul Alinsky, Mahatma Gandhi and Ambedkar

Unit-V

Concept of advocacy as a tool, Strategy for advocacy – Campaigning, Lobbying, Use of media and public opinion building in advocacy – Coalition and Network building, linking up protest movements with development work.

Suggested Readings

- Gangrade, K. D. (1997). *Community organisation in India*, New Delhi: Popular Prakashan.
- Cox M. Fred et. al. (2005). *Strategies of community organization*. 4th Edition. New Delhi: Peacock Publishers.
- Johri, Pradeep Kumar. (2005). *Social Work and Community Development*. New Delhi: Anmol Publications Pvt. Ltd.
- Kumar, Jha Jainendra. (2002). *Social work and community development*. New Delhi: Anmol Publications Pvt. Ltd.
- Ledwith, Margaret. (2005). *Community development: A critical approach*. New Delhi: Rawat Publications.
- Kumar, Somesh. (2008). *Methods for community participation*. New Delhi: Vistar Publications.
- Siddiqui, H. Y. (1977). *Working with communities*. New Delhi: Hira Publication.
- Siddiqui, H. Y. (1984) *Social work and social action*.(ed.), New Delhi: Harnam Publications
- Christopher, A.J., and Thomas William. (2006). *Community organization and social action*. New Delhi: Himalaya Publications.
- Kumaran, Hyma, Wood. (2004). *Community action planning*. Chennai: T. R. Publications
- Rivera & Erlich,. (1995). *Community organising in a diverse society*. Boston: Allyn and Bacon
- Jim Ife (1995). *Community development: Creating community alternatives - vision, analysis and practice*. Melbourne, Australia: Longman
- United Nations Children's Fund, Geneva (Switzerland), (1982). *Community Participation: Current issues and lessons learned*. Washington, D.C.: Distributed by ERIC Clearinghouse, 1982.
- Fred, Milson. (1974). *An introduction to community work*. London: Routledge and Kegan Paul
- Dasgupta, Sugata. (1980). Social Movements, *Encyclopedia of social work in India*, New Delhi: Press Division, G02



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New Scheme As per CBCS Pattern

Semester – II

Course Content

Program	Subject Title	Subject Code
P.G Social work	Social Work Research And Statistics	

Unit-I

Importance of research in social work – intervention research and practice based research – Difference between social science research and social work research – Ethical Issues in social work research

Unit-II

Meaning – Scientific Social Surveys – Experimental study design, Descriptive, Explanatory, Exploratory, Participatory Action Research - Quantitative and Qualitative Research and basic distinction, grounded theory, narrative, case study, ethnography

Unit-III

Purpose of sampling – Concepts related to sampling – population, universe, sampling frame and sampling unit – Meaning and types of probability and non-probability sampling – techniques and procedures in sample selection – Methods and tools of data Collection – interview, questionnaire, observation – guidelines in framing of questions

Unit-IV

Levels of measurements – nominal, ordinal, interval and ratio, Scaling – Likert, Thurstone – Problems and tests of Reliability and Validity – Hypothesis – meaning, types, formulation and uses – Coding, Master sheet, tabulation plan – Univariate, bivariate, trivariate and multivariate analyses of data – Measures of central tendency (mean, median, mode) and dispersion - Inferential Analyses: correlation – tests of significance (chi square, t-test) analysis of variance (ANOVA), use of SPSS

Unit-V

Writing a research report - Social work research report content and formats - Literature Review and Literature Survey - Problem Identification - Specification of Research Questions - Rationale and Study Objectives – operational definitions. Interpretation of results and discussion

Suggested Readings

- Alston, M. Bocoles, W. (Indian Edition 2003). *Research for social workers: An introduction to methods*. Jaipur: Rawat Publications
- Andrews, Richard. (South Asia edition 2005). *Research questions*. London: Continuum
- Babbie, E. (ed) (2004). *The practice of social research*, Thomson Wadsworth, Belmont (USA).
- Bailey, Kenneth D. (1978) *Methods of social research*. New York: Mcneil Pub.
- Baker, Therese L. (1994) *Doing social research*. Singapore: McGraw Hill
- Black, James A & Champion, Dean J. (1976) *Methods and issues in Social research*. Bombay
- Claire, S, et al (3rd ed), 1976, *Research Methods in Social Relations*. Holt, Rich and Winston, New York.
- Clarke, A., 2003, *Evaluation research* sage Publications, New Delhi
- Costello, Patrick (S. Asia Edition 2005) *Action research*. London: Continuum
- Denzin, N.K., Lincoln, Y.S. (ed), 1994, *Handbook of qualitative research*. Sage Publications, NewDelhi.
- Gillham, Bill (2000) *Case study research methods*. London: Continuum
- Goode, W.J., Hatt, P.K. (1981) *Methods in Social Research*, Singapore: McGraw Hill
- Gregory, Ivan. 2005 *Ethics in Research Continuum*, London
- Grinell, Richard M. (Jr.) (1988) *Social Work Research and Evaluation*, Illinois F. E.
- Gupta. S.P. (1985). *Statistical Methods*. New Delhi: Sultan Chand & Sons Publishers
- Kidder, Louise H. (1981) *Research Methods in Social Relations*, New York: CBS
- Kothari, C. R. (2004 2nd edition reprint) *Research Methodology: Methods & Techniques*,
- Krishnaswamy, O. R. (1993) *Methodology for Research in Social Science*, Himalaya,
- Laldas, D. K. (2000) *Practice of Social Research*, Jaipur: Rawat
- Kumar, Ranjit. (2005). *Research methodology*. New Delhi: Pearson Education



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New Scheme As per CBCS Pattern

Semester – II

Course Content

Program	Subject Title	Subject Code
P.G Social work	Social Policy And Social Welfare Administration	

Unit-I

Social policy: Concept and Scope, Distinction between Social and Economic Policies, Social Welfare policy, Welfare State – Indian Constitution: Fundamental rights and Directive principles of State Policy – Social Policy and Planned social change

Unit-II

Social Policies in India – Education, Health, Housing, Environment, Social Security, Food Security, Employment and Labour. Social Welfare Programmes in India – Family, Children, Orphaned and Adopted, Women, Elderly, Persons with Disabilities and Labour in the unorganized sector.

Unit-III

Human Service Organizations – Features - Non-Government, Non-Profit making and Self-governing – Types of HSO – By Orientation, Levels of operation and Focus – National Policy on Voluntary sector (2007) – Organizational structure and characteristics of Human Service organizations.

Unit-IV

Procedures in registering an organization – Societies Registration Act, 1860, Indian Trust Act, 1882, The Companies Act, 1956. Administrative Structure – Memorandum of Association, Bye laws, Constitution, Deed, Functions and responsibilities of governing board, committees and office bearers. Administrative structure of social welfare at the Central, State and Local level – Programmes of Central Social Welfare Board and State Social Welfare Boards

Unit-V

Administrative Processes: Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting (POSDCORB) – Mobilization of financial resources - Grants in Aid – Foreign Contribution Regulation Act, 1976 – Exemption from Income tax – Administrative skills – Writing reports, letters and minutes of meetings – Project formulation, implementation, monitoring and evaluation

Suggested Readings

- Batra, Nitin. (2004). *Administration of social welfare in India*. Jaipur: Raj Publishing House.
- Bhattachary, Sanjay. (2009). *Social work administration and development*. New Delhi: Rawat Publications.
- Bose, A.B. (1971). *Social welfare planning in India*. Bangkok: U.N. Publications
- Chatterjee, B.B. (1971). *Impact of social legislation on social change*. Calcutta: Minerva Associate.
- Choudry, Paul, (1979). *Voluntary social welfare in India*. New Delhi: Sterling Publishers.
- Choudry, Paul, (1993). *Hand book on social welfare*. Delhi: Atma Ram & Sons.
- Dennison. D & Chepman, Valeries: *Social Policy and Administration*, George Alland Unwin, London.
- Dubey, S.N. (1973). *Administration of Social Welfare programmes in India*. Bombay: Somaiya Publications.
- *Encyclopaedia of Social Work in India- Vol I & III*. (1987). Ministry of Welfare. Government of India.
- Kohli, A.S & S.R. Sharma. (1998). *Encyclopaedia of Social Welfare and Administration*. New Delhi: Anmol Publication.
- Patel, N Vinod & Rana, K, Girish. (2007). *Personnel Management*. Jaipur: Oxford Book Company.
- Sarita Sharma, Basotia G. R. Popalia A.K. (1997). *Management, Function, financial Planning and Policy*. New Delhi: Kanishka Publishers.



R.K.D.F. UNIVERSITY, RANCHI

New Scheme As per CBCS Pattern

Semester – II

Course Content

Program	Subject Title	Subject Code
P.G Social work	Human Rights And Social Legislation	

Unit-I

Human Rights: Concept, Scope – Classification of Human rights – Universal Declaration of Human Rights – International Covenant on Economic, Social and Cultural Rights – International Covenant on Civil and Political Rights – Human Rights in the Constitution of India – National Human Rights Commissions – National Commission for women-National Commission for Minorities- National Commission for SC&ST- National Commission for the protection of the rights of the child – Social Work profession and Human Rights

Unit-II

Contemporary Issues: Rights of Children, Women, *Dalits*, Refugees, and People living with HIV/AIDS – Prisoners, Refugees, and People with alternate sexuality – Persons with Disability-Minorities – Capital Punishment – Tools: Law, Welfare Schemes, Advocacy, Networking, Campaigning and Social Action – NGOs and Human Rights

Unit-III

Social Legislation: Meaning and Scope. Family Courts, *Lok Adalats*, The Legal Aid, Public Interest Litigation - Right To Information Act (2005). Right to Education (RTE) - The National Food Security Act, 2013 – The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013

Unit-IV

Social Legislation relating to Women and Children Adoption and Maintenance Act (1986), The Juvenile Justice (Care and Protection of Children) Act, (2006) Child Labour Prohibition and Regulation Act (1986), Prevention of Immoral Traffic Act (1986) The Protection of Children from Sexual Offences Act 2012- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 - The Pre-natal Diagnostic Techniques (Regulation and Prevention of Misuse) Act, 1994- Protection of Women from Domestic Violence Act, 2005

Unit-V

Protection of Civil Rights Act (1955) – Protection of Consumer Act (1986) – Transplant of Human Organ Act (1994) – 2013, Bonded Labor Abolition Act (1976) – The Maintenance and Welfare of Parents and Senior Citizens Act (2007)-The Environment (Protection) Act - 1986.

Suggested Readings

- Aish Kumar Das. 2004. Human Rights in India. Sarup and Sons. New Delhi.
- Basu Durga das. 1994. Human rights in Constitutional Law. Princeton Hall. London
- Baxi.U. 2007. Human Rights in a Post Human World. Cambridge University Press. New Delhi.
- Biswal.T. 2006. Human Rights – Gender and Environment. Vira Publications. New Delhi.
- Chiranjivi J. 2002. Human Rights in India. Oxford University Press. New Delhi.
- Das A.K. 2004. Human Rights in India. Sarup and Sons. New Delhi.
- Das B.D. 1994. Human rights in Constitutional Law. Princeton Hall. London
- Dossier. 1994. Human Rights Commission, Legal Resources for Social Action. Chennai.
- Kohli A.S. 2004. Human Rights and Social Work Issues. Society for Community Organisation. Madurai.
- Lobo G V. 1994. Human Rights in Indian Studies. Commission for Justice. New Delhi.
- Quinn Fredrick. 2005. Human Rights in Retreat. Society for Community Organisation Madurai.
- Rajamuthirulandi. 1998. Human Rights and Constitution. Sooriya Publishers. Trichy.
- Sawant. P.B. 2004. Human Rights. Society for Community Organisation. Madurai.
- Shantha Kumar. 2004. Human Rights, People's Watch. Madurai.
- Susan C. Mapp. 2008. Human Rights and Social Justice in a Global World. Oxford University Press. New Delhi.
- Tapan Biswal. 2006. Human Rights – Gender and Environment. Vira Publications. New Delhi.
- Upendra Boxi. 2007. Human Rights in a Post Human World. Cambridge University Press. New Delhi.
- Bare Acts



R.K.D.F. UNIVERSITY, RANCHI

New Scheme As per CBCS Pattern

Semester – II

Course Content

Program	Subject Title	Subject Code
P.G Social work	Field work.	

RKDF UNIVERSITY, RANCHI

Scheme of Examination (Semester 3rd)
Credit Based Grading System (CBGS) w.e.f July 2019

Master of Arts (MSW)

Subject wise distribution of marks and corresponding credits

S.No.	Subject Code	Subject Name	Marks Distribution				
			Internal Marks	External Marks		Total Marks	
			Max	Max	Min	Max	Min
1	PSW301	Ideology & Ethics of Social Work	30	70	21	100	35
2	PSW302	Social Legislation & Labour Welfare	30	70	21	100	35
3	PSW303	Vulnerable Children Their Development	30	70	21	100	35
4	PSW304	Human Resource Development	30	70	21	100	35
Total						400	

Choice Based Credit System

S.No.	Subject Code	Subject Name	L	T	P	Credit
1	PSW301	Ideology & Ethics of Social Work	4	1		5
2	PSW302	Social Legislation & Labour Welfare	4	1		5
3	PSW303	Vulnerable Children Their Development	4	1		5
4	PSW304	Human Resource Development	4	1		5
Total			16	5		20



R.K.D.F. UNIVERSITY, RANCHI

NEW SCHEME AS PER CBCS PATTERN

SEMESTER-III

PROGRAMME	SUBJECT TITLE	SUBJECT CODE
P.G. SOCIAL WORK	IDEOLOGY AND ETHICS OF SOCIAL WORK	PSW301

UNIT- I

Contemporary Ideologies for social change : introduction , Neo-liberalism and Globalization , Post-Modernism, Feminism, Multiculturalism.

UNIT-II

Contemporary ideologies of social work profession : Marginalisation of vulnerable groups and limitations of professional social work, social work values, Personal attributes of a social worker.

UNIT-III

Social work ethics: Concept and philosophy ethics, ethical responsibilities in social work, Ethical decision-making and dilemmas in micro and macro social work practice.

UNIT-IV

Concept of social justice – its relationship with social legislation. Social work profession and Human rights, Role of social worker in promoting social legislation and social justice.

RECOMMENDED BOOKS: -

- Banks, S. 1995. Ethics and Values in Social Work: Practical Social Work Series. London: Macmillan Press. Ltd.
- Brandon, D. 1976. Zen in the Art of Helping. London: Rutledge and Kegan Paul. Congress, E.P. 1998. Social Work Values and Ethics. Chicago: Nelson-Hall Publishers.
- Desai, M. 2000. Curriculum Development in History of Ideologies for Social Change and Social Work. Mumbai: Social Education and Practice Cell.

PROGRAM	SUBJECT TITLE	SUBJECT CODE
P.G. SOCIAL WORK	SOCIAL LEGISLATION AND	PSW302

	LABOUR WELFARE	
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UNIT-I

Social Legislations: Legislation regarding children, The Juvenile Justice (Care and Protection) Act, 2000, The Amendment of Juvenile Justice (Care and Protection) Act, 2006, The Protection of Human Rights Act, 1993, The Dowry Prohibition Act, 1961, The Immoral Traffic (Prevention) Act, 1956.

UNIT-II

Legislations for STs: The Protection of Civil Rights Act, 1955, The Prevention of Atrocities (SC and ST) Act, 1989, The ST and Other Forest Dwellers (Regulation of Forest Rights) Act, 2006, National Rural Employment Guarantee Act, 2006, Right to Information Act, 2005

UNIT-III

Role of NGOs in Social Reformation: Formation of NGO under the Societies Registration Act, 1860, Administration of NGO, Fund Raising with special reference to Foreign Funding Regulation Act, NGO and Governments.

UNIT-IV

Labour Welfare and Constitutional Provisions: Payment of Wages Act, 1936 Workmen's Compensation Act, 1923, The Maternity Benefit Act, 1961, Factories Act, 1948.

RECOMMENDED BOOKS: -

- Fluernce P, Sargent.1958. Labour. New York: Hutchinson University. Hunter Donald.1955.
- The Disease of Occupation. Boston: Little Brown & company. Giri, V.V. Labour Problem in Indian Industry. Kothari, G.L. Labour Law and Practice in India.
- Bombay: N.M., Tripathy, Private Ltd. Mathur, J.S.1984. Indian Working Class Movement. Allahabad, J.S. Mathur, The History of Trade Unionism. London: Longman Green & Co. Moorthy, M.V.1968. Principles of Labour Welfare.
- Viskhatpatnam: Gupta Brothers. Punekar, S.D.1950. Social Insurance of Industrial Worker in India. Oxford University Press. Sarkar, P.C. Labour Laws in India. Calcutta S.C. Sarkar & Sons

PROGRAM	SUBJECT TITLE	SUBJECT CODE
P.G. SOCIAL WORK	VULNERABLE CHILDREN AND THEIR DEVELOPMENT	PSW303

UNIT-I

Situation of children in India, Child labour in India, Female working children, Street children, Impact of poverty and drought on children, Child domestic workers, Children in cyber environment.

UNIT-II

Overburdened school-going children, Growing up in slums, Plight of the girl- child in India, HIV/AIDS affected children.

UNIT-III

UN Convention on the Rights of the Child, What is children's participation? Why should children participate?

UNIT-IV

Physical punishment and emotional abuse of children, Strategy to address corporal punishment, National Policy for Children, Integrated Child Development Scheme, Integrated Child Protection Scheme.

RECOMMENDED BOOKS: -

- Matthew Cotton et al. 2001. An Introduction to Working with Children.
- New York: Palgrave Verhellen, E. Understanding Children's Rights.
- Verhellen, E. Monitoring Children's Rights. Pfeffer, G and D.K. Behera. 1996.
- Contemporary Society: Childhood and Complex Order. New Delhi: Manak. James, A. and Allan Prout. 1997. Constructing and Reconstructing of Childhood. London: Flamer Press. Prout, Allan. 1998. Theorizing Childhood.
- Cambridge: Polity Press Behera, D.K. 1998. Children and Childhood in our Contemporary Societies. New Delhi: Kamla-Raj Enterprises Behera, D.K. 2007. Childhoods in South Asia.
- New Delhi: Longman and Pearson Behera, D.K and Margaret Trawick. Children and Youth in Global Metropolis.

PROGRAM	SUBJECT TITLE	SUBJECT CODE
P.G. SOCIAL WORK	Human Resource Development	PSW304

UNIT- I

Concept and Meaning: Fundamentals of HRM and Human Resource Development, Difference between HRM and Personnel Management, Globalization and Challenges of HR.

UNIT- II

Human Resource Policies, Human Resource Planning, Career and Succession Planning.

UNIT-III

Human Resource Planning and Recruitment: Manpower Planning, Job Analysis, Job Description, Job evaluation, Recruitment and Selection.

UNIT-IV

Psychological Testing, Interview, Placements, Induction, Promotion, Demotion, Transfers, Separation, Absenteeism and Turnover.

RECOMMENDED BOOKS: -

- Chhabra, T. N., (2002), Human Resource Management, Dhanpat Rai and Co, Delhi, III Revised Edition. Dessler, (1996), Human Resource Management, Prentice Hall of India, New Delhi.
- Flippo, Edwin B., (2001), Personnel Management, McGraw Hill, New Delhi. Ashwatthapa, K., (2002), Human Resource Management and Personnel Management, Tata McGraw Hill.
- Mamaoria, C. B., and Gankar S.V., (2005), Human Resource Management, Himalayan Publishing House, IV Edition. Chatterjee, B.1996. : Human Resource Management A Contemporary Text.
- New Delhi: Sterling Publishers Pvt. Ltd. Sinha, J.B.1990. Work Culture in the Indian Context. New Delhi: Sage Publications. Hofstede, G.1984. Culture's Consequences International differences in Work-related Values. New Delhi: Sage Publications. Bramham, J. 1995.
- Human Resources Planning. New Delhi: Jaico Publishing House. Rohmetra , N. 2005. Human Resources Development Challenges and Opportunities. New Delhi: Anmol Publications Pvt. Ltd.

RKDF UNIVERSITY, RANCHI

Scheme of Examination (Semester 4th) Credit Based Grading System (CBGS) w.e.f July 2019

S.No.	Subject Code	Subject Name	Marks Distribution				
			Internal Marks	External Marks		Total Marks	
			Max	Max	Min	Max	Min
1	PSW401	Social Work Administration	30	70	21	100	35
2	PSW402	Corporate Social Responsibility	30	70	21	100	35
3	PSW403	Tribal Anthropology & Social Work	30	70	21	100	35
4	PSW404	Elective Course – Human Resource	30	70	21	100	35
Total						400	

Master of Arts (MSW)

Subject wise distribution of marks and corresponding credits

Choice Based Credit System

S.No.	Subject Code	Subject Name	L	T	P	Credit
1	PSW401	Social Work Administration	4	1		5
2	PSW402	Corporate Social Responsibility	4	1		5
3	PSW403	Tribal Anthropology & Social Work	4	1		5
4	PSW404	Elective Course – Human Resource	4	1		5
Total			16	5		20



R.K.D.F. UNIVERSITY, RANCHI

SEMESTER-IV

PROGRAM	SUBJECT TITLE	SUBJECT CODE
P.G. SOCIAL WORK	Social Work Administration	PSW401

UNIT-I

Concept of administration, Social work administration and management, Basic meaning and distinction between concepts of Welfare administration, Public administration and Business administration.

UNIT-II

Principles and techniques: Planning, organizing, staffing, directing, budgeting and controlling.

UNIT-III

Government agency as a wing of government department of social welfare, Social Welfare administration at Central and State level (Odisha).

UNIT-IV

Voluntary agencies, Fund raising, Public relations, Problems of voluntary agencies, Administrative structure; General body, Executive committee/Board of management /Directors, Secretary.

RECOMMENDED BOOKS: -

- Atwater, P., Problems of Administration in Social Work. Elwood Street, Social Work Administration.
- Kulkarni, P.D., Central Social Welfare Board.
- Paul Chowdhury, D. Social Welfare Administration.
- Rath, S.N. Development of Welfare State in Orissa.
- Goel, S.L. Social Welfare Administration Vol.-I & Vol.-II
- Trecker, H.P. Group Process in Administration.
- V. Jagannathan. Social Administration.

- Reed Ella, W. Social Welfare Administration.

PROGRAM	SUBJECT TITLE	SUBJECT CODE
P.G. SOCIAL WORK	Corporate Social Responsibility	PSW402

UNIT-I

Social Responsibility, Corporate Social Responsibility, Scope of CSR, Need and Significance of CSR, Carroll's Model of CSR (Pyramid of CSR).

UNIT-II

Interest Groups Related to CSR, Why Social Responsibilities of Corporate Sectors (arguments for and against it), Drivers of CSR, Tools of CSR, and Benefits of CSR.

UNIT-III

Designing a CSR policy, Factors influencing CSR policy, Managing CSR in an organization, Social auditing, Global Recognitions of CSR- ISO 14000, SA 8000, AA 1000, Codes formulated by UN Global Compact, UNDP, Global Reporting Initiative.

UNIT-IV

Global Perspective of CSR, CSR in India, CSR Activities in Orissa carried out by different corporate giants and their outcomes, Case studies (Vedanta/Sterlite Foundation, MCL, HINDALCO) for better understanding of each aspect and practicalities of CSR.

RECOMMENDED BOOKS: -

- Bradshaw, T. and D. Vogel. 1981. Corporations and their Critics: Issues and Answers to the Problems of Corporate Social Responsibility.
- New York: McGraw Hill Book Company. Brummer, J.J. 1991. Corporate Responsibility and Legitimacy – An Interdisciplinary Analysis, Westport, CT: Greenwood Press. Cannon, T. 1992.
- Corporate Responsibility (1st ed.) London: Pitman Publishing. Grace, D. and S. Cohen 2005. Business Ethics: Australian Problems and Cases. Oxford: Oxford University Press. Reddy, Sumati and Stefan Seuring. 2004.
- Corporate Social Responsibility: Sustainable Supply Chains. Hyderabad: ICFAI University Press.

PROGRAM	SUBJECT TITLE	SUBJECT CODE
P.G. SOCIAL WORK	Tribal Anthropology and Social Work	PSW403

UNIT- I

The concept of tribal society: Anthropology as a field in understanding, Tribal situation in India, Tribal situation in Odisha, Caste and Tribe interactions

UNIT-II

Tribal policy in India, Forest-tribe interaction, Deforestation and its impact on tribal population, Tribal rights on forest and land, Problems of indebtedness & land alienation among tribals, Role of State and NGOs to protect and promote the tribals.

UNIT-III

The so-called mega development and their impact on tribal communities, Sustainable tribal development, Structural constraints to tribal education (Case of Ashram schools)

UNIT-IV

Sustainable Tribal development, Nehru's perspectives on tribal development, Sub-plan approach for tribal development, Constitutional safeguards for the Scheduled Tribes.

RECOMMENDED BOOKS: -

- Behera, D.K and George Pfeffer. Contemporary Society: Tribal Studies. Volume-1 to VIII. New Delhi: Concept Publishing Company. Ghurye, G.S, Caste and Race in India. Mumbai: Popular Prakashan. Furer-Maimendrof, C.V. 1982.
- Tribes of India: The Struggle for Survival. Delhi: Oxford University Press Keesing, R.M, Cultural Anthropology: A Contemporary Perspective. New York: Holt, Rinehart and Winston. Sharma, K.L, Caste, Class and Social Movements. Singh, Ajit, Tribal Development in India.
- Delhi: Amar Prakashan. Srinivas, M.M, Caste in Modern India and other Essays. Bombay: Asia Publishing House. Hutton, J.H., Caste in India: Its Nature Functions and Origin. Cambridge: University Press. Channa,V.C, Caste, Identity and Continuity.
- Chaudhuri, B.Tribal Development in India. Delhi: B.R. Publishing.

PROGRAM	SUBJECT TITLE	SUBJECT CODE
P.G. SOCIAL WORK	DISSERTATION	PSW404