

Department of Sociology & Social Work
H.N.B. Garhwal Central University, Srinagar, Garhwal
NEP Course Structure: Master of Social Work

Semester I

Subject Code	Title of the Paper	Credit	Theory	Internal	Total
NEP/MSW/C*001	Basic Concepts of Society	05	60	40	100
NEP/MSW/C002	Dynamics of Personality & Human Behaviour	05	60	40	100
NEP/MSW/C003	Theory and Practice of Social Work	05	60	40	100
NEP/MSW/C004	Social Welfare Services	05	60	40	100
NEP/MSW/E*001A	Two Weeks of Field Work with the Government agencies	04	—		100
OR					
NEP/MSW/E001B	Two Weeks of Field Work with the Non-Governmental Organizations	04	—		100
Total Credits: 24 (04 Core Papers and 01 Elective out of the two)					

Semester II

Subject Code	Title of the Paper	Credit	Theory	Internal	Total
NEP/MSW/C005	Social Disorganization and Contemporary Social Problems	05	60	40	100
NEP/MSW/C006	Methods of Social Work Intervention	05	60	40	100
NEP/MSW/C007	Basic Principles of Social Research	05	60	40	100
NEP/MSW/C008	Communication and Social Work Practice	05	60	40	100
NEP/MSW/E002A	Two Weeks of Field Work related to the methods of social work interventions	04	—		100
OR					
NEP/MSW/E002B	Two Weeks of Field Work related to Community Development	04	—		100
Total Credits: 24 (04 Core Papers and 01 Elective out of the two)					

Semester III

Semester III					
Subject Code	Title of the Paper	Credit	Theory	Internal	Total
NEP/MSW/C009	Social Policy, Planning and Development	05	60	40	100
NEP/MSW/C010	Social Welfare Administration and Social Action	05	60	40	100
NEP/MSW/C011	Social Statistics and Computer Application	05	60	40	100
NEP/MSW/C012	Development of Youth and Welfare of the Aged	05	60	40	100
NEP/MSW/E003A	Two Weeks of Field Work related to Statistics and Computer Applications	04	—		100
OR					
NEP/MSW/E003B	Two Weeks of Field Work related to Social Policy Planning and Development	04	—		100
Total Credits: 24 (04 Core Papers and 01 Elective out of the two)					

Semester IV

Semester IV					
Subject Code	Title of the Paper	Credit	Theory	Internal	Total
NEP/MSW/C0013	Counseling and Social Work Practice	05	60	40	100
NEP/MSW/C0014	Human Resource Management	05	60	40	100
NEP/MSW/ C0015	Project work, Dissertation and Viva-Voce	05	—		100
NEP/MSW/C0016	One-Month Internship	05	—		100
NEP/MSW/E004A	Two weeks of Field Work related to Rural Management	04	—		100
OR					
NEP/MSW/E004B	Field Work related to Medical and Psychiatric Social Work	04	—		100
Total Credits: 24 (04 Core Papers and 01 Elective out of the two)					

***C: Core Paper and E: Elective**

Syllabus: Master of Social Work (As per NEP Course Structure)

Semester I

Subject Code	Title of the Paper	Credit	Theory	Internal	Total
NEP/MSW/C*001	Basic Concepts of Society	05	60	40	100
NEP/MSW/C002	Dynamics of Personality & Human Behaviour	05	60	40	100
NEP/MSW/C003	Theory and Practice of Social Work	05	60	40	100
NEP/MSW/C004	Social Welfare Services	05	60	40	100
NEP/MSW/E*001A	Two Weeks of Field Work with the Government agencies	04	—		100
OR					
NEP/MSW/E001B	Two Weeks of Field Work with the Non-Governmental Organizations	04	—		100
Total Credits: 24 (04 Core Papers and 01 Elective out of the two)					

Paper Code: NEP/MSW/C001	Paper Name: Basic Concepts of Society
Unit I	Primary Concepts: Society, Community, Association, Institution, Culture
Unit II	Basic Social processes: Co-operation, Competition, Conflict, Accommodation, Assimilation.
Unit III	Social Institutions: Marriage, family. Social Groups: Concept and Types, Social Control: Concept, forms, means and Agencies.
Unit IV	Socialization: Concept, Theories and Agencies. Social Stratification: Caste and Class

Books Recommended:

1. Davis, K. – Human Society.
2. Gillin & Gillin – Cultural Sociology
3. Gorton, P.B. and Hunt, C.C. – Sociology
4. E.B. Tylor Primitive Culture
5. Haralambos, M – Sociology: Themes and Perspectives
6. Johnson, H.M. – Sociology: A Systematic Introduction.
7. MacIver, R.M. and Page, C.H. – Society; An Introductory

Paper Code: NEP/MSW/C002	Paper Name: Dynamics of Personality & Human Behaviour
Unit I	Personality: Concept, Stages of Development and Types, Determinants. Heredity and Environment theories of Personality: Sigmund Freud, Carl Jung, Alfred Alder, Allport.
Unit II	Socio-Psychological processes: Sensation, Perception, Learning and Socialization. Motivation, Attitudes, Belief, Prejudices.
Unit III	Human Behaviour: Concept and Determinants. Behavioural problems in different stages of personality development. Leadership: Concept, Types and Functions.
Unit IV	Concept of Normalcy and Abnormalcy. Etiology of Abnormal Behaviour. Symptoms and Types of Abnormal Behaviour. Psychosis and Psychoneurosis. Management of Mental Disorders.

Books Recommended:

1. Anasasi, A – Psychological testing.
2. Baites, P.B. – Life span development & Behaviour.
3. Cofeman – Abnormal Psychology.
4. Davidoff, L.L. – Introduction to Psychology.
5. Halls, G.S. & Lindzey, G – Theories of Personality
6. Kretch & Crutchfield – Theory & Problem of Social Psychology.
7. Kuppuswami, B. – An Introduction to Social Psychology.
8. Qamar Hasan – Applied Psychology – Indian Perspective.
9. Szasz, Thomas – The Myth of Mental Illness.

Paper Code: NEP/MSW/C003	Paper Name: Theory and Practice of Social Work
Unit I	Social Work: Concept, Objectives, Nature, Scope & Characteristic. Basic Concepts of Social Work: Social Security, Social Reform, Social Service and Social Development. Social Work and Other Social Sciences.
Unit II	History of Social Work in U.K. History of Social Work in U.S.A. History of Social Work in India.
Unit III	Motives, Principles, Philosophy and Basic Values of Social Work. Social Work as a Profession. Social Work Education, Training and Knowledge.
Unit IV	Models Applied in Social Work. Role of Voluntary Social Agencies in Social Work. Radical Social Work

Books Recommended:

1. Chowdhry, D. Paul – Introduction to Social Work.
2. Congress, E.P. – Social Work Values and Ethics.
3. Mishra, P.D. – Social Work: Philosophy and Methods.
4. Singh, Surendra and Soodan, K.S. (eds.) – Horizons of Social Work.
5. Tata Institute of Social Sciences: Declaration of Ethics for Professional Social Works, IJSW (1997) Vol. 58 No. 2.
6. Wadia, A.R. – History and Philosophy of Social Work.

Paper Code: NEP/MSW/C004	Paper Name: Social Welfare Services
Unit I	Concept of Social Welfare. Growth and Development of Social Welfare Services in India.
Unit II	Social Welfare Services Under the Five-Year Plans. Social Welfare Agencies: Government and Non-Government Organizations.
Unit III	Central Social Welfare Board: Structure and Functioning. Administration of Social Welfare Services in India.
Unit IV	Social Welfare and Development Programmes: Child Development, Women's Empowerment, Welfare of the Aged. Government measures related to the social welfare of deprived sections of society.

Books Recommended:

1. Chowdhry, D.Paul – Social Welfare Administration.
2. Government of India – Encyclopedia of Social Work in India (Selected Chapters).
3. Shastri, Rajaram – Social Service Tradition in India.

Paper Code: NEP/MSW/E001A	Two Weeks of Field Work with the Government agencies
Students will conduct a 10-day field visit to the Government agencies. Further, they will have to prepare a report along with a presentation for the internal viva.	
OR	
Paper Code: NEP/MSW/E001B	Two Weeks of Field Work with the Non-Governmental Organizations
Students will conduct a 10-day field visit to the Government agencies. Further, they will have to prepare a report along with a presentation for the internal viva.	

Semester II

Subject Code	Title of the Paper	Credit	Theory	Internal	Total
NEP/MSW/C005	Social Disorganization and Contemporary Social Problems	05	60	40	100
NEP/MSW/C006	Methods of Social Work Intervention	05	60	40	100
NEP/MSW/C007	Basic Principles of Social Research	05	60	40	100
NEP/MSW/C008	Communication and Social Work Practice	05	60	40	100
NEP/MSW/E002A	Two Weeks of Field Work related to the methods of social work interventions	04	—		100
OR					
NEP/MSW/E002B	Two Weeks of Field Work related to Communication and Social Work Practice	04	—		100
Total Credits: 24 (04 Core Papers and 01 Elective out of the two)					

Paper Code: NEP/MSW/C005	Paper Name: Social Disorganization and Contemporary Social Problems
Unit I	Social Disorganization: Concept, Causes, Approaches & Types.
Unit II	Concept of Social Problems. Contemporary Indian Social Problems; Alcoholism and Drug Addiction Dowry, Prostitution, Casteism, Communalism, Corruption, Poverty and Unemployment.
Unit III	Juvenile delinquency and Crime; Concept, Theories, Prevention and Control. Changing factors of Crime, White-Collar Crime and Organized Crime. Cyber Crime, Gender based Crime, Crime Against Women.
Unit IV	Violence; Forms, Theories and Control Strategies. Social defense; Concept and Scope.

Books Recommended:

1. Ahuja, R. – Social Problems in India.
2. Government of India – Encyclopedia of Social Work in India (Selected Chapters).
3. Mowrer – Disorganization – Personal and Social.
4. Mohan, Brij – India's Social Problems.
5. Pandey, Rajendra – Social Problems of Contemporary India.
6. Sushil Chandra – Sociology of Deviation in India.

Paper Code: NEP/MSW/C006	Paper Name: Methods of Social Work Intervention
Unit I	Historical Development of Social Case Work. Social Case Work: Meaning, Components, Objectives, Principles, Techniques, Processes, Elements & Recording.
Unit II	Steps & Basic Assumption of Social Case Work. Worker-Client Relationship in Social Case Work & Principles. Approach To/Theories of Social Case Work.
Unit III	Historical Development of Social Group Work. Social Group Work: Meaning, Objectives, Principles, Processes, Skill and Role of Group Worker. Programme, Planning and Development, Recording & Evaluation.
Unit IV	Community Organization: Meaning, Objectives, Steps, Assumption, Principles, Models and Strategies. Community Organization at different levels. Professional Organizer Role and Skills. Development of Democratic leadership.

Books Recommended:

1. Aliss, A.S. – Perspectives of Social Group Work.
2. Bristal, M. – Handbook on Social Case Recording.
3. Brager, G. & Spechet H. – Practice of Community Organization.
4. Conway, R.S. & Fisher, Jog – Effective Case Work Practice.
5. Gentry, Martha – Social Work Practice.
6. Gangrade, K.D. – Community Organisation in India.
7. Harris, F.J. – Social Case Work.
8. Perlman, H. – Social Work Skills.
9. Rothman, B. & Ross, M.G. – Community Organisation: Theory and Practice.

Paper Code: NEP/MSW/C007	Paper Name: Basic Principles of Social Research
Unit I	Introduction. Concept, Scope and Types of Social Research. Selection and Formulation of Research Problem.
Unit II	Research Design: Concept, Significance and Types. Concepts, types and significance of Data. Types of research studies. Sampling: Concept, Types and Techniques.
Unit III	Methods of Data Collection. Case Study. Focus Group Discussion. Social Survey, Types and Importance.
Unit IV	Processing of Data. Analysis and Interpretation of Data. Report Writing

Books Recommended:

1. Kothari. C. R. – Research methodology
2. Johoda, etal. – Research Methods in Social Relations.
3. Young, Pauline V. – Scientific Social Surveys and Research.
4. Moser, A.S. – Survey Methods in Social Investigations.
5. Galtung, Johan – Social Research Methods.
6. Polansky, N.A. – Social Work Research.
7. Lal Das, D.K. – Practice of Social Research.

Paper Code: NEP/MSW/C008	Paper Name: Communication and Social Work Practice
Unit I	Communication: Concept and Definition, Components, Significance, Steps, Channels, Methods, Barriers. Principles and Skills.
Unit II	7Cs of Effective Communication. Models/Theories of Communication. Forms of Communication.
Unit III	Directions in Communication. Role of communication in social work. Tools and techniques of communication. Communication for assessment and impact. Social Work and Social Sites.
Unit IV	Effective writing for the Media. Role of Media in the perception of crisis. Communication Management. Other modes of communication & their role: puppets, songs, folklore, street theatre, posters, exhibitions.

Books Recommended:

1. Brown, James W. et. al. (1985) – AV Instruction Technology: Media and Methods, New York; Mcgraw-Hill.
2. Dennis, E.E. and Merrill, John, C. – Basic Issues in Mass-Communication.
3. Jitendra, M.D. – Organizational Communication.
4. Kutnar, K. – Mass Communication in India.
5. Moody, Bella – Designing Messages for Development Communication.

Paper Code: NEP/MSW/E002A	Two Weeks of Field Work related to the methods of social work interventions
Students will conduct a 10-day field visit and will apply the methods of social work interventions. Further, they will have to prepare a report along with a presentation for the internal viva.	
OR	
Paper Code: NEP/MSW/E002B	Two Weeks of Field Work related to Communication and Social Work Practice
Students will conduct a 10-day field visit to explore the inter-relationship of communication and social work practice in society. Further, they will have to prepare a report along with a presentation for the internal viva.	

Semester III

Subject Code	Title of the Paper	Credit	Theory	Internal	Total
NEP/MSW/C009	Social Policy, Planning and Development	05	60	40	100
NEP/MSW/C010	Social Welfare Administration and Social Action	05	60	40	100
NEP/MSW/C011	Social Statistics and Computer Application	05	60	40	100
NEP/MSW/C012	Development of Youth and Welfare of the Aged	05	60	40	100
NEP/MSW/E003A	Two Weeks of Field Work related to Statistics and Computer Applications	04	—		100
OR					
NEP/MSW/E003B	Two Weeks of Field Work related to Policy Planning and Development	04	—		100
Total Credits: 24 (04 Core Papers and 01 Elective out of the two)					

Paper Code: NEP/MSW/C009	Paper Name: Social Policy, Planning and Development
Unit I	Social Policy; Concept, Aims, Objectives and fields. Inter relation between Social Policy, planning and Development. Social Policy and Indian Constitution. Approaches and Models of Social Policy. The Process of Social Policy Formulation.
Unit II	Social Planning; Concept, Objectives, Scope, Models, Interrelationship between Social and Economic Planning. Social Planning in India: Five Years Plans. NITI Aayog. Social Planning and Social Change. Factors to Development of Planning in India.
Unit III	Development; Positive and Negative Dimensions. Social Development; Concept, Models and Theories. Historical and Social Context of Development in India.
Unit IV	Sustainable Development; Concept, Strategies, Critical issues. Salient Features of Social Development, Thoughts of Gandhi, Vinoba and Jai Prakash Narayan. Gandhi and Professional Social Work. Approaches to Social Development; Similarities and Differences.

Books Recommended:

1. Chakraborty, S. – Development Planning – Indian Experience.
2. Dandekar, V.M. (1994) – Role of Economic Planning in India.
3. Ghosh A. – Planning in India: The Challenges for the Nineties.
4. Jacob, K.K. (ed.) – Social Policy in India.
5. Kulkarni, P.D. – Social Policy in India.
6. Kumar, Hajira – Social Work, Development and Sustainable Development.
7. Srivastava, S.P. (ed.) – The Development debate; Critical Perspectives.
8. UNDP – Human Development Report.
9. World Bank – World Development Report.

Paper Code: NEP/MSW/C010	Paper Name: Social Welfare Administration and Social Action
Unit I	Social Welfare Administration; Concept, Nature, Objectives, Characteristics and Principles. Social Welfare Administration; Policy Making and Planning.
Unit II	Problems of Social Welfare Administration in India. Function of Social Welfare Administration. Central Social Welfare Board. Panchayati Raj System.
Unit III	Social Action; Concept, Objectives, Principles, Strategies. Model of Social Action. Forms of Social Action. Eradication of Major Social evils – Dowry, Child Marriage, Child Prostitution, Child Labour, Domestic Violence.
Unit IV	Mobilization and Organization of People; Problems and Approaches. Levels, Methods and Importance of Social Action. Social Advocacy and Use of Social Action in Social Work.

Books Recommended:

1. Arora's R.K. (ed.) 1979 – People's Participation in Development Process: Essays.
2. Chowdry, D. Paul – Social Welfare Administration.
3. Goel, Jain, R.K. – Social Welfare Administration. Theory and Practice (Vol. 1&2).
4. Sachdeva, D.R. – Social Welfare Administration.

Paper Code: NEP/MSW/C011	Paper Name: Social Statistics and Computer Application
Unit I	Introduction. Statistics: Meaning, Uses and Limitations, Use of Statistics in Social Work Research. Measures of Central Tendency.
Unit II	Sampling. Data Summarization & Analysis. Data representation through graphs.
Unit III	Use of Computers in Research. Use of AI in Social Work. Introduction to software used in social science research
Unit IV	Uses of SPSS Package in Data Analysis for Social Work

Books Recommended:

1. Cochran, W.E. – Sampling Techniques.
2. Gupta, S.P. – Statistical Methods.
3. Mac, Millan, W. – Statistical Methods for Social Workers.
4. Mueller and Schuessler – Statistical Reasoning in Sociology.
5. Siegals, Nonparamaric Statistics for the Behavioural Sciences, Mc-Graw Hill, Book Company New York, 1956.

Paper Code: NEP/MSW/C012	Paper Name: Development of Youth and Welfare of the Aged
Unit I	Youth: Introduction. Historical Perspective on Youth as a Concept. Youth Identity. Emerging Patterns of Youth in Contemporary Indian Society. Conundrum of youth unemployment. The concept of NEET Youth.
Unit II	Intergenerational Conflicts. Needs and Problems of Youth in Rural and Urban Settings. National Policy of Youth. Development of Youth in India: Role of Counselling in Youth Development.
Unit III	Status and Role of the Aged. Demographic Characteristics of the Aged Population. Ageing and inclusion in society.
Unit IV	National Policy for the Aged. Schemes for the Welfare of the Aged. Social work perspective on the ageing society.

Books Recommended:

1. Ahluwalia, B. – Youth in Revolt.
2. Ahuja R. – Sociology of Youth Sub-Culture.
3. Dandekar, K. – The Elderly in India.
4. Desai, M. and Siva Raju – Gerontological Social Work in India.
5. Irudaya, Rajan, et al. – Indian Elderly: Asset or Liability.

Paper Code: NEP/MSW/E003A	Two Weeks of Field Work related to Statistics and Computer Applications
Students will conduct a 10-day field visit to check the feasibility of statistics in social work. Further, they will have to prepare a report along with a presentation for the internal viva.	
OR	
Paper Code: NEP/MSW/E003B	Two Weeks of Field Work related to Social Policy Planning and Development
Students will conduct a 10-day field visit to identify the areas/issues requiring an intervention of social policy. Further, they will have to frame a policy on that specific area/issue to prepare a report along with a presentation for the internal viva.	

Semester IV

Subject Code	Title of the Paper	Credit	Theory	Internal	Total
NEP/MSW/C0013	Counseling and Social Work Practice	05	60	40	100
NEP/MSW/C0014	Human Resource Management	05	60	40	100
NEP/MSW/ C0015	Project work, Dissertation and Viva-Voce	05	—		100
NEP/MSW/C0016	One-Month Internship	05	—		100
NEP/MSW/E004A	Two weeks of Field Work related to Rural Management	04	—		100
OR					
NEP/MSW/E004B	Field Work related to Medical and Psychiatric Social Work	04	—		100
Total Credits: 24 (04 Core Papers and 01 Elective out of the two)					

Paper Code: NEP/MSW/C0013	Paper Name: Counselling and Social Work Practice
Unit I	Counselling: Meaning, Definition, Needs, Goals, Principles & Methods. Steps, Approaches and Models: Western and Indigenous. Counselling Process, Stages of Counselling and Counselling Situations.
Unit II	Individual Counselling: Client as a person, Voluntary and Non-Voluntary, Expectations, Behaviour. Marriage, Family and Group Counselling
Unit III	Techniques of Counselling: Initiating Contact, Intake, Report, Establishing Structure, Interaction, Attending Behaviour, Observation, Responding, Rating and its Interpretation. Counselling in Social Service Organization: Government and Non-Government.
Unit IV	Counselling in Social Work Practice; Social Worker as a Counsellor. Problems of Counsellors. Recent trends in Counselling. Training for Counselling.

Books Recommended:

1. Butter, C and Joyce, V. (1998) – Counselling Couples in Relationships, An Introduction to the Relate Approach.
2. Caranagh, M.E. – The Counselling Experience: A Theoretical and Practical Approach.
3. Dava, Indu (1983) – The Basic Essentials of Counselling.
4. Dryden, W. – Key Issues for Counselling in Action.
5. Dryden, W. – Counseling in Practice.
6. Noonan, E. and Spring, L. (Eds.) (1992) – The Making of a Counselor.
7. Pepinsky, H.B. & Pepinsky, P.N. (1954) – Counseling Theory and Practice.
8. Oldfield, S. – Counselling Relationship.
9. Rao, Narayan – Counselling Psychology.

Paper Code: NEP/MSW/C0014	Paper Name: Human Resource Management
Unit I	Concept of HRM and HRD, its objectives, Scope and Principles. Principles of organization: Hierarchy, unity of command, authority, cooperation, span of control, supervision, delegation, centralization, de-centralization.
Unit II	Inter-relationship between HRM and HRD. Policies for Employee upliftment. Maintaining Discipline, Disciplinary Procedure, Positive aspect of Discipline; Domestic Enquiry, Discharge and Dismissal, Resignation, Retirement.
Unit III	Theories of Organization: Theory of Scientific Management, the bureaucratic theory, the classical theory, the human relations theory. Man Power Planning, Selection, Induction, Training, Promotion and Transfer. Job Analysis, Job Evolution, Performance Appraisal, Career Planning and Development, Discipline, Wages and Salary Administration.
Unit IV	Training & Development; Establishment of Training Needs Strategies, Training Inputs, Evolution of Training Needs, Training Methodology. Collective Bargaining and Worker's Participation in Management, Industrial Relationship and Model Grievance Redressal Procedure, Causes of Indiscipline & Procedures of Disciplinary Action.

Books Recommended:

1. Agnihotri, Vidyasagar (1970) – Industrial Relation in India.
2. Dwivedi, R.S. (1985) – Management of Human Resource.
3. D.M. – Human Resource Development; The India Experience.
4. Dohar Rustoms – Personal Management and Industrial Relations in India.
5. Flippo, E.B. (1981) – Principles of Personal Management (Vth Ed.).
6. Koontz, H. and Others – Essentials of Management.
7. Moorthy, M.V. – Human Resource Management – Psycho-Sociological Social Work approach.
8. Rao, Sudha P. – Human Resource Management – Environment Influence.

Paper Code: NEP/MSW/C0015	Paper Name: Project work, Dissertation and Viva-Voce
• By consulting their allocated supervisors, students have to conduct their research on the identified social problem and have to prepare a dissertation report. • Upon the completion of the project work and dissertation report, the viva voce will be conducted in the presence of an external examiner nominated by the University.	

Paper Code: NEP/MSW/C0016	Paper Name: One-Month Internship
• Students need to identify related agencies/institutions and complete their internship (30 Days). • They will have to prepare a report on the same and submit a copy of their internship completion certificate issued by the respective agencies for the internal viva.	

Paper Code: NEP/MSW/E004A	Two weeks of Field Work related to Rural Development
• Students will conduct a 10-day field visit related to the areas of rural development. Further, they will have to prepare a report along with presentations for the internal viva.	
OR	
Paper Code: NEP/MSW/E004B	Field Work related to Medical and Psychiatric Social Work
• Students will conduct a 10-day field visit to the institutions working on Medical and Psychiatric Social Work. Further, they will have to prepare a report along with presentations for the internal viva.	