

MNPE-09425068494

In Collaboration with

**Karnataka State Open
University**

Manasagangotri, Mysore-6

Syllabus
Diploma in Social Work

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Diploma in Social work

ELIGIBILITY - 10th Class pass under 10+2 system.

COURSE PERIOD: 1 YEAR

TOTAL MARKS: 800

SUBJECT TITLE	SUBJECT CODE	MARKS		
		Theory	Practical	Total
HISTORY AND PILOSOPHY OF SOCIAL WORK	DSW-101	50	50	100
COMMUNITY ORGANISATION	DSW-102	50	50	100
SOCIAL WORK RESEARCH & STATISTICS	DSW-103	50	50	100
HUMAN GROWTH & BEHAVIOUR	DSW-104	50	50	100
COMMUNICATIVE ENGLISH	DSW-105	50	50	100
URBAN AND RURAL DEVELOPMENT	DSW-106	50	50	100
SOCIAL LEGISLATION AND SOCIAL SECURITY	DSW -107	50	50	100
SOCIAL WELFARE ADMINISTRATION	DSW -108	50	50	100

Program Structure (Face to Face)

CODE	COURSE TITLE	CREDITS
DSW-101	HISTORY AND PILOSOPHY OF SOCIAL WORK	4
DSW-102	COMMUNITY ORGANISATION	4
DSW-103	SOCIAL WORK RESEARCH & STATISTICS	4
DSW-104	HUMAN GROWTH & BEHAVIOUR	4
DSW-105	COMMUNICATIVE ENGLISH	4
DSW-106	URBAN AND RURAL DEVELOPMENT	4
DSW -107	SOCIAL LEGISLATION AND SOCIAL SECURITY	4
DSW -108	SOCIAL WELFARE ADMINISTRATION	4
TOTAL CREDIT		32

DETAILED SYLLABUS

SEMESTER I

DSW 101: HISTORY AND PHILOSOPHY OF SOCIAL WORK

Total Credit : 4

Block 1

Unit 1:

- Meaning of terms-Social Welfare
- Social Service
- Social Reform

Unit 2:

- Social Policy
- Social Defence
- Social Change

Unit 3:

- Social Development
- Social Security
- Brief History of Social Work in U.K. & U.S.A

Unit 4:

- Historical Development of social work in India-Social Reform Movement in 19th & 20th Century
- role of Christian Missionaries, Brahmo Samaj, Arya Samaj,
- Theosophical Society- their messages & their impact

Block 2

Unit 1:

- The Emergence of Gandhi & his contribution to social change & reform
- Gandhian approach to social development
- Gandhian Constructive work

Unit 2:

- Philosophy of Sarvodaya
- Gandhian Model of social work
- Professional Social Work

Unit 3:

- Social Work Philosophy- Basic assumption & Principal of social work
- Values & Ethics of social work
- Objectives of social work

Unit 4:

- Social Work as a Profession
- Professional Identification
- Problems faced by social work profession in India

Block 3

Unit 1:

- History of Voluntary Action in India
- Concept & Nature of Voluntary Social Work
- Nature of Voluntary Philosophy

Unit 2:

- NGOs & their scopes
- NGOs vis-à-vis Governmental Measures
- future of Voluntary Action

Unit 3:

- Meaning & concept of Social Action
- method of professional social work
- Principals

Unit 4:

- areas of social action
- Social Work Research
- Social Welfare Administration

Block 4

Unit 1:

- History of Social Work in Americas
- History of Social Work in Europe
- History of Social Work in Asia Pacific

Unit 2:

- Social Work Profession and Education
- Social Work Education: Retrospect
- Prospects

Unit 3:

- Professional Social Work
- Values
- Principles

Unit 4:

- Social Work Concepts
- Primary Methods
- Social Group Work

DSW 102: COMMUNITY ORGANISATION

Total Credit : 4

Block 1

Unit 1:

- Concept of Community Organisation
- Definition
- kinds of Community

Unit 2:

- Scope of community organisation
- Characteristics
- Nature

Unit 3:

- Steps of Community Organization
- Community Power Structure
- Community Participation

Unit 4:

- Development of Suitable Structure
- Channels of Communication
- Communication in organisation

Block 2

Unit 1:

- Community Organization in Rural areas
- Community Organization in urban areas
- Importance in both

Unit 2:

- Social Action
- Its Concept
- Its objective

Unit 3:

- Social Action Principles
- Techniques of Social Action
- Social Effects

Unit 4:

- Similarities of Social Action and Community Organization
- Process of Social Action
- Differences of Social Action and Community Organization

Block 3

Unit 1:

- Community Organization
- Definition
- Scope

Unit 2:

- Community organization types
- Sarvodaya Movements
- Bhoodan

Unit 3:

- Importance of gramdan
- Application of Community Organization
- Social Action

Unit 4:

- Social Problems
- Unsociability
- Linguism, Casteism, Human Rights

Block 4

Unit 1:

- Social Justice
- Importance
- Results

Unit 2:

- Public Interest Advocacy
- Models of Social Action
- Community work

Unit 3:

- Models of Community Organization
- Attitudes
- roles

Unit 4:

- Current Issues in Community Organisation
- Community Organisation as a Method of Social Work
- Community Development Programmes and Accountability

DSW 103: SOCIAL WORK RESEARCH & STATISTICS

Total Credit : 4

Block 1

Unit 1

- Scope and Limitations of Scientific Attitude
- Scope and Limitation of Scientific Method
- Meaning and characteristics of scientific method

Unit 2

- Goals of research
- Elements of social research- concepts, constructs, variables, hypothesis, theories, operational definitions
- Types of social work research

Unit3

- Steps in the process of research- problem selection, formulation and planning, field investigation, data editing & classification, data processing and analysis, report writing.
- Research Design- Exploratory, Descriptive, Experimental, Evaluative

Unit 4

- Case Study
- Survey
- Participatory and Action Research.

Block 2

Unit 1

- Sampling.
- Purpose of sampling
- Concepts related to sampling - population, universe, sampling frame and sampling unit

Unit 2

- Meaning of probability and non-probability sampling
- Types of probability and non-probability sampling
- Techniques and procedures in sample selection.

Unit 3

- Different Types of Data.
- Methods of Data Collection- Participant and non-Participant Observation,
- Survey and Interview methods- their limitations.

Unit 4

- Ethics in Social Work Research
- Need for ethics in research
- Ethical guidelines in social science research and social work research.

Block 3

Unit 1

- Statistics
- Definition,
- its Scope and Limitations

Unit 2

- Measures of Central Tendency- Arithmetic Mean
- Median
- Mode

Unit 3

- Measures of Dispersion-Range
- Mean Deviation,
- Standard Deviation and Quartile Deviation

Unit 4

- Inferential Analyses: measures of association,
- Tests of significance (chisquare, t-test,)
- Analysis of variance (ANOVA)

Block 4

Unit 1

- Reporting Research Structure of reports for differing readership,
- Planning outline of report,
- Editing for accuracy and neatness,

Unit 2

- Standard formats for referencing,
- Footnotes
- Bibliographies

Unit 3

- Preparing research abstract.
- Dissemination of research findings
- Limitations

Unit 4

- Statistical Package for Social Sciences (SPSS) -introduction, basic steps,
- Defining data, data entry, data transformation, data analysis,
- Graphical (diagrammatic)presentation, statistical application using SPSS.

DSW 104: HUMAN GROWTH & BEHAVIOUR

Total Credit : 4

Block 1

Unit 1

- Human growth & Development: Concept
- Principle of development
- Genetic endowment as modified geographic, economic, Social & Cultural & Political environment.

Unit 2

- Basic human needs from Infancy to Adulthood.
- Different phases of malnutrition,
- Opportunity & Services including health

Unit 3

- Nutrition needed to support & enhance,
- Growth
- Development in each level

Unit 4

- Common behavioural problems of Childhood
- Causal Factors
- Prenatal attitudes

Block 2

Unit1

- Social Family Dynamics
- Treatment & Prevention
- Child guidance Clinic

Unit2

- Drug addiction: Causes
- Symptoms & treatment of the addicts
- Rehabilitation

Unit 3

- Define Personality
- Concept
- Theories.

Unit 4

- Motivation of human behaviour : Concept
- Theories and types
- Biological and social motives.

Block 3

Unit 1

- Social prejudice,
- Propaganda,
- Public opinion.

Unit 2

- Human Groups
- Group dynamics,
- Group morale

Unit 3

- Leadership,
- Group Behaviour audience,
- Crowd and mob behaviour.

Unit 4

- Basic Socio-psychological Processes: Sensation
- Perception
- Attribution

Block 4

Unit 1

- Learning and Socialization
- Motivation
- Attitudes

Unit 2

- Beliefs,
- Prejudices,
- Steriotypes.

Unit 3

- Human Behaviour: Concept
- Determinants
- Reflectors,

Unit 4

- Concept of Normalcy and Abnormalcy,

- Defense Mechanisms
- Symptoms of Abnormal Behaviour
- Types of Abnormal Behavior: Psychosis and Psycho-neurosis, Management of Mental Disorders.

DSW 105 : COMMUNICATIVE ENGLISH

Total Credit : 4

Block 1

Unit 1

Functional Grammar :

Meaning of Subject, Verb and Adverb. Noun and its different types, Pro Noun and its different types, Adjective and its different types.

Unit 2

Tenses : Simple Present, Progressive Perfect, Present Perfect Progressive along-with Past Tense and indications of futurity

Reported speech

Modals : Will, Shall Should, Would and others

Voice : Active and Passive

Unit 3

Sentences : Simple, Compound, Complex, Assertive, Interrogative, Imperative, Exclamatory.

Parts of Speech

Articles : Usage of 'A', 'AN', 'THE'

Preposition : Position of Prepositions, Place Relations Time Relations and other relations.

Common Errors

Unit 4

Introduction – Ourselves and others

Paragraph writing, Letter Writing

Précis Writing,

Job Applications, Curriculum Vitae, Resume

Comprehension Written

Block 2

Unit 1

Vocabulary :
Words Commonly Miss pelt
Word formation by prefix suffix
Synonyms and antonyms

Unit-2

Participles- Present participle,
past participle,
perfect participle,
Prepositions- Prepositions of time and date, of travel and movement,
prepositions without the use of article,
prepositions used with interrogative sentences,
Use of infinitives and gerunds.

Unit-3

Vocabulary Made Easy For Business English: Similar words,
opposite words,
homophones,
one word substitution,
Technical terms used in business.

Unit-4

Writing Mechanics:
Transitions,
Spelling Rules,
Hyphenation,
Abbreviating technical Non technical terms,
Proofreading

DSW 106: URBAN AND RURAL DEVELOPMENT

Total Credit : 4

Block 1

Unit 1

- Community Development- Concept
- Scope
- Definition

Unit 2

- Relation between Community Development and Community Organization
- Historical development of community development programme in India
- Panchayati Raj System and people's participation

Unit 3

- Village Panchayat, Kshetra Panchayat, DRDA/zila Panchayat
- Structure, power, functions and responsibilities in rural reconstruction and development
- Need for human resource development

Unit 4

- Emerging rural elites – perceptions
- Perspectives of rural elites
- Voluntary Organizations in Rural Development

Block 2

Unit 1

- Indian Rural and Tribal community
- Its characteristics
- Tribal Development programmes and policies.

Unit 2

- Rural Developmental programmes – Social Forestry
- Fishery
- Appropriate Technology

Unit 3

- Rural backwardness- define
- Causes and the need for planned change.
- Advantages/disadvantage of changes

Unit 4

- Rural poverty -causes, consequences, measurement
- Five year plans
- Major rural development programs- objectives, characteristics, strategies, organization and administration.

Block 3

Unit 1

- Concept of Urbanization
- Urban growth
- Characteristics of Urban Community

Unit 2

- Relevance of urban ecology
- Urban sociology
- Environmental psychology for urban community development practice.

Unit 3

- The demographic and land use pattern in urban areas-
- Social area analysis.
- Advantages/Disadvantages of urban planning.

Unit 4

- Nature of Urban growth in India
- Migration
- Spatial and Temporal pattern of Urban centres of India.

Block 4

Unit 1

- Urban Slums in India: theories, causes and conditions
- Poverty in urban areas, culture of poverty in slums
- Poverty alleviation programmes

Unit 2

- Urban slams
- Special agencies for Urban Community Development – CMDA, CIT, CMPO.
- Informal Sectors – Prospects

Unit 3

- Problems in Urban Development

- The role and function of Municipality
- Municipal Corporation

Unit 4

- Administrative and policy arrangements for urban development with reference to municipalities, Corporations, metropolitan development authorities,
- Housing and slum clearance boards.
- Constitution-73rd amendment and its relevance to urban community development

DSW 107: SOCIAL LEGISLATION AND SOCIAL SECURITY

Total Credit : 4

Block 1

Unit 1:

- Social Legislation- Introduction
- Advantages of Social Legislation
- Its Scope

Unit 2

- Concept of Social Justice
- approaches to Social Justice
- Provision related to social justice and human rights in the constitution with reference to rights of women and children, tribals, minorities and displaced persons.

Unit 3

- Relationship with Social Legislation;
- Civil Rights;
- Human Rights;
- Issues of Social Justice

Unit 4

- Legislations pertaining to Women and Children.
- Legislations pertaining to Social Defence, Social Security and Social Assistance.
- Legislations pertaining to people with Disability, the Underprivileged and Health related Legislations.
- Role of Social Worker in promoting Social Legislation and Social Justice

Block 2

Unit 1

- Social Security
- Advantages of social security
- Its Scope

Unit 2

- Constitutional provision- importance
- Provision for Women
- Provision for children

Unit 3

- Social Policy-concept and scope
- Distinction between Social and Economic Policies, Place of Ideology and Values
- Evolution of Social Policy in India

Unit 4

- Social Policy regarding Women
- Regarding Children
- Social Policy regarding Handicapped

Block 3

Unit 1

- Social Policy regarding Health
- Social policy regarding population
- Social policy regarding environment

Unit 2:

- Social Policy regarding education
- Concept of Legal Aid
- Advantages of legal aids

Unit 3:

- Family Court
- Lok Adalat
- Its Different Types

Unit 4

- Impact Of social security
- Equality of Treatment
- Benefits Convention

Block 4

Unit 1:

- Characteristics of Social Welfare Organisations – Size, Nature, Design, Legal Status,
- Rules
- Procedure and Overall Policy

Unit 2

- Management of Social Welfare Organisations (Government and voluntary) –
- Home relation
- Financial relation
- Physical relation

Unit 3

- Programme and Project Management
- Identifying Overall Specific Needs
- Project Formulations
- Monitoring and Evaluation
- Recording and Accountability

Unit 4

Legislation

- The Maternity Benefit Act – 1971
- Child Labour (Prevention and Regulation Act 1986)
- Consumer Protection Act
- Juvenile Justice (Care and Protection) Act 2000

DSW 108: SOCIAL WELFARE ADMINISTRATION

Total Credit : 4

Block 1

Unit 1

- Basic Concept and Scope
- Principles of Social Welfare Administration
- Similarities and Differences between Public Administration and Social Welfare Administration

Unit 2

- Role of ideology
- Values in Social Policy
- Constitutional and judicial pronouncements and Social policy

Unit 3

- Models of Social Policy
- Process of social policy formulation
- Social policy relating to Women, Children, Youth, Aged Education, Health & Family welfare

Unit 4

- Concept of social welfare, social defense, social change, social education, social planning, social policy
- Structure and elements of social welfare administration
- Problems of social welfare administration, contribution of Non government organization in social welfare Administration.

Block 2

Unit 1

- Basic administration process: Organization
- Planning
- Policy formulation

Unit 2

- Personnel administration
- Communication
- Decision making

Unit 3

- Authority
- Coordination
- Budgeting

Unit 4

- Office management
- Community interpretation
- Education and evaluation
- Administration as a generic element in helping process;
- Knowledge and skills from other methods of social work applicable to administration and vice-versa;

Block 3

Unit 1

- Role of Voluntary Organization in Social Welfare Development
- Grant-in-Aid rules
- Regulation for Voluntary Organization

Unit 2

- Registration of Society and Trust – Method.
- Policy and Programmes of Social Welfare in India with special reference to weaker sections;
- Management of Welfare Services: Agencies Government and Non-government

Unit 3

- Traditional forms of welfare: Charity, mutual-aid, religious organizations; community support network;
- Development impact on human existence.

Unit 4

- Social Movements: Definition and meaning of social movements.
- Social Change.
- Norms of social movements.
- Structure of social movement

Block 4

Unit 1

- Participants in administration
- The community
- The board

Unit 2

- The chief executive
- The staff
- The beneficiaries

Unit 3

- Administrative Organizations – C.S.W.B
- NISD
- NIPCCD

Unit 4

- NORAD
- UNESCO
- UNDP

