JIWAJI UNIVERSITY
GWALIOR

Syllabus

SUBJECT

M.A. Social Work

SCHOOL OF STUDIES IN
DISTANCE EDUCATION
SCHOOL OF STUDIES IN DISTANCE EDUCATION
JIWAJI UNIVERSITY, GWALIOR

Syllabus

M.A. Social Work (Previous)

Each theory paper marks are divided into two parts:

- Theory paper will be of 70 marks for which minimum pass marks are 21.
- Assignment will be of 30 marks for which minimum pass marks will be 12.
- In aggregate passing marks of theory and Assignment should not be less than 40% in each subject.

M. A. Social Work (Previous)

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Title of the Paper</th>
<th>Maximum</th>
<th>Minimum</th>
<th>Total Min. in Theo. &amp; Assig.</th>
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<tbody>
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<td>Theory</td>
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<td>MASW 101</td>
<td>Indian Society</td>
<td>70</td>
<td>30</td>
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<td>MASW 102</td>
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<td>MASW 103</td>
<td>Social Research and Statistics</td>
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<td>MASW 104</td>
<td>Social Casework and Group Work</td>
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</tbody>
</table>

40 % and above but less than 50 % in aggregate : Third Division
50 % and above but less than 60 % in aggregate : Second Division
60 % and above in aggregate : First Division
75 % and above in aggregate : First Division with distinction

Note :- A candidate failing in one subject shall be allowed to appear in (Distance Mode) supplementary examination held with next year examination.
MASW 101 (Previous)
Paper – I : Indian Society

Max. Marks 70

Unit I: Society
- Meaning and Characteristics of Society, Community and Institution.
- Difference between Society and Community.
- Difference between Institution and Community.

Unit II: Social Stratification
- Jajmani System : Concept, features, advantages & disadvantages and changes in jajmani system.
- Future of Caste System in India.

Unit III: Social Institutions
- Marriage : Definition, forms, and stages of marriage.
- Family : Definition, Characteristics.

Unit IV: Faction in Economics Structure
- Faction : Meaning, structure and feature
- Causes of formation of faction.
- Factors of interpersonal relationship.
- Land reforms and indebtedness.

Unit V: Social Problem
- Social Problem : Meaning Concept and definition.
- Social Problems of Indian Society:
  (i) Untouchability  (ii) Gender Inequality  (iii) Drug Abuse
  (iv) Poverty        (v) Unemployment

Reference Books-
Indian Society- By PAtil &Bhadora
By Dr.Dharmveer Mahajan & kamlesh
By Ram Ahuja
MASW 102 (Previous)

Paper – II : Introduction to Social Work

Max. Marks 70

Unit I: History of Social Work
- Concept, Definition, Objectives and Scope of Social Work.
- History of Social Work in U.K.
- History of Social Work in U.S.A.
- History of Social Work in India.

Unit II: Philosophy of Social Work
- Principles of Social Work
- Basic Norm/ Values of Social Work
- Philosophy of Social Work
- Gandhian Philosophy and Social Work

Unit III: Fields of Social Work
- Environment : Concept, environmental problem and sustainable development.
- Social Policy Formulation.

Unit IV: Human Development
- Concept, definition and process of development.
- Factors influencing human development.
- Life span approach : Prenatal, Childhood, Adolescence, Adulthood and Old Age.

Unit V: Field Work
- Field Work : Concept and Objectives
- Problems faced by students at field work.
- Importance of maintaining records.
- Role of Social Worker in School, Hospital.
- Role of Social Worker in Family Counseling Centres and Special Institution.

Reference Books:
- Social work by Sanjay Bhattacharya
- Introduction to Social Work by Harish Kumar
MASW 103 (Previous)

Paper – III : Social Research and Statistics

Max. Marks 70

Unit I: Introduction:
Definition of Research, Characteristics, classification.
Social Research: Definition, characteristics, types, Motivating factors, Basic Assumptions, Importance of Social Research.
Social Survey: Definition, characteristics, objects, Types of Surveys, merits and Demerits, Difference between social research and social survey.

Unit II: Research Design:
Research Design: Meaning and Definition, Characteristics, Steps, objectives, assumptions, variable, concept, hypothesis.
Sample: Meaning importance, types.

Unit III: Collection and Processing of Data:
Primary and Secondary Data, Methods of collection of Primary Data,
Tools of Data Collection: Observation Questionnaire, Interview Schedule, Editing, Coding, Frequency Tables.
Secondary Data: Sources, Limitations of Secondary Data, Precaution in the use of Secondary Data.

Unit IV: Analysis & Interpretation of Data.
Data Presentation: Diagrams, Maps, Graphs, and report writing.
Characteristics of Analysis of data, Interpretation of data: Meaning, Characteristics, and need of Interpretation.
Effects of wrong interpretation.

Unit V: Statistics:
Statistical Averages, Utility and Importance of averages, Statistical Series, Mean, Mode, Median. Index Numbers: Meaning, Characteristics, importance and utility.

Reference Books:-
Social Survey & Research by Vadana Vohra.
Methodology of Social Research by Anil Kumar.
Research methodology in Social science by Davendra Thakur.
MASW 104 (Previous)

Social Casework and Group Work

Max Marks 70

Min Pass Marks 21

Unit – 1

Unit – 2
Processes of social casework: Psycho-Social Study, interviewing and case study techniques, Diagnosis and Treatment. Social Case Work Counseling and Psychotherapy. Client worker relationship.

Unit – 3

Unit – 4
Social group work: Sociological and psychological implications of group life. Historical development of Social group work. Concept of Social group work, principles and objectives. Skills in social group work, social group work processes roll of social group work, Planning and programming in-group work.

Unit – 5
Group Leadership and group dynamics. Group work in Industrial setting, Group recording. Agencies of Social group work.

Reference Books:-

Social Work:-  
By G.R. Madan  
By Sanjay Bhattacharya

Social work: Itihas, Darshan aur Pranaliyan by Dr. Surrender singh & Dr. P.D.Mishra.
SCHOOL OF STUDIES IN DISTANCE EDUCATION
JIWAJI UNIVERSITY, GWALIOR

Syllabus

M.A. Social Work (Final)

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M. A. Social Work (Final)

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<td>Project Work</td>
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MASW 201 (Final)

Paper – I : Human Resource Development

Max. Marks 70

Unit I: Concept of Human Resource Development :-

Concept, Meaning & Definition, Characteristics, aims, objectives, nature scope Evaluation philosophy, Systems and Sub systems.

Unit II: Human Resource Planning:-

Meaning and definition, characteristics, scope, need benefits, planning at different level, Types, process and techniques.

Unit III : Job Analysis and career planning :-


Unit IV: Training and Development

Concept, Meaning and Definition. Characteristics of Training and objective. Principles of training, Types & Methods of Training, Training Process

Unit V : Motivation, Moral and Discipline in Human Resource Development:-


Reference Books:

Birendra Kumar, B.S. Hansra-Extension Education for Human Resource Development
Dr. C.B. Gupta-Human Resources Management
N.K.chaddha – Manav Sansadhan Prabandhan
Linton & Uday Parik- Training & Development

आर.बी.एस.वर्मा, अनुज प्रताप सिंह–मानव संसाधन विकास एवं प्रबन्धन की रूपरेखा
MASW 202 (Final)
Paper – II : Social Psychology

Max. Marks 70

Unit I: Social Psychology – An Introduction:-
- Concept definitions, nature of social psychology,
- Problems and scope of social psychology,
- Study methods of social psychology.

Unit II: Individual and Society:
- Culture and Personality: Meaning, Type, and methods of studying culture,
- Meaning of personality, relationship in culture and personality,
- Socialization: Process, factors, agencies of socialization, theories of socialization,

Unit III: Social Behavior:
- Public opinion: Meaning, characteristics, important steps involved in formation of public opinion and measurement of public opinion,
- Crowd: Characteristics, psychology of crowd behaviors, and important theories of crowd behavior.
- Rumour: Characteristics, causes and conditions of our, and checks on spread of rumour.

Unit IV: Social Control and Social Conflict:
- Social control: Concept and forms of social control, law, religion and customs,
- Social conflict: Nature, type, problem and resolution of social conflicts,
- Social Tensions: Effect, causes, land measures of reducing tension.

Unit V: Attitude:-
- Meaning & Definition Of Attitude.
- Characteristics Of Attitude.
- Attitude & Value.
- Attitude & Belief.
- Attitude & Opinion.
- Attitude Change.
- Theories Of Attitude Change Or Attitude Organization.

Reference Books:-
1. Akolkar Social psychology
2. Young K. Social psychology
3. Ginsbergh M. Social psychology
4. Allport FH Social psychology
5. Mathur S.S. Social psychology
6. Mukerjee R.N. Social psychology
MASW 203 (Final)

Paper – III : Environment Education

Max. Marks 70

Unit I: Man and Environment Relations

Unit II: Ecology and Ecosystem
- Concept, Objectives, Scope, Types, Areas and Principles of Ecology.
- Concept, Types, Components, Functions and Stability of Ecosystem.

Unit III: Environmental Pollution
- Concept, Types and Process of Environmental Degradation.
- Factors of Environmental Degradation.
- Problems and Impact of Environmental Degradation.
- Extreme events hazards and disaster.

Unit IV: Environmental Pollution
- Concepts, Sources, and Classification of pollution.
- Air Pollution, Water Pollution, Solid Waste Pollution, Noise Pollution
- Impact of Pollution,
- Pollution Problem in India.

Unit V: Environmental Planning and Management
- Concepts of Environmental Planning and Management, Aspects and approaches of planning and management, Concept of resource management, Meaning and Classification of resources, Preservation and Conservation of Ecological Resources.

Reference Books
1. Savindra Singh Paryavaran Bhoogol
2. Sr. Aruna & Dr. Chitralekha Raghuvanshi Paryavaran tatha Pradooshan
3. Dr. Dhananjay Verma Prayavaran Chetna
4. T.D. Brock The Ecosystem and the study State Bioscience
5. V.K. Kumar A Study in Environment pollution.
6. Savindra Singh Environmental Management:
Some New Dimensions.
7. D.R. Stoddart Geography and Ecological Approach
8. Girish Chopra Environmental Geography
MASW 204 (Final)
FORMAT FOR PREPARATION OF PROJECT REPORT

STEP 1: IDENTIFY AND DEVELOP YOUR TOPIC

SUMMARY: State your topic as a question. For example, if you are interested in finding out about use of alcoholic beverages by college students, you might pose the question, "What effect does use of alcoholic beverages have on the health of college students?" Identify the main concepts or keywords in your question.

STEP 2: FIND BACKGROUND INFORMATION

SUMMARY: Look up your keywords in the indexes to subject encyclopedias. Read articles in these encyclopedias to set the context for your research. Note any relevant items in the bibliographies at the end of the encyclopedia articles. Additional background information may be found in your lecture notes, textbooks, and reserve readings.

STEP 3: USE CATALOGS TO FIND BOOKS AND MEDIA

SUMMARY: Use guided keyword searching to find materials by topic or subject. Print or write down the citation (author, title, etc.) and the location information (call number and library). Note the circulation status. When you pull the book from the shelf, scan the bibliography for additional sources. Watch for book-length bibliographies and annual reviews on your subject; they list citations to hundreds of books and articles in one subject area. Check the standard subject subheading "--BIBLIOGRAPHIES," or titles beginning with Annual Review of... in the Cornell Library Classic Catalog.

STEP 4: USE INDEXES TO FIND PERIODICAL ARTICLES

SUMMARY: Use periodical indexes and abstracts to find citations to articles. The indexes and abstracts may be in print or computer-based formats or both. Choose the indexes and format best suited to your particular topic; ask at the reference desk if you need help figuring out which index and format will be best. You can find periodical articles by the article author, title, or keyword by using the periodical indexes in the Library home page. If the full text is not linked in the index you are using, write down the citation from the index and search for the title of the periodical in the Cornell Library Classic Catalog. The catalog lists the print, microform, and electronic versions of periodicals at Cornell.

STEP 5: FIND INTERNET RESOURCES

SUMMARY: Use search engines. Check to see if your class has a bibliography or research guide created by librarians.

STEP 6: EVALUATE WHAT YOU FIND

SUMMARY: See How to Critically Analyze Information Sources and Distinguishing Scholarly from Non-Scholarly Periodicals: A Checklist of Criteria for suggestions on evaluating the authority and quality of the books and articles you located.

Watch on YouTube: Identifying scholarly journals  Identifying substantive news sources

If you have found too many or too few sources, you may need to narrow or broaden your topic. Check with a reference librarian or your instructor.
STEP 7: **PREPARATION OF PROJECT REPORT**

After the step 6 evaluate your hypothesis and the arrange contents in the following steps

ARRANGEMENT OF CONTENTS:

The sequence in which the project report material should be arranged and bound should be as follows:

1. Cover Page & Title Page
2. Abstract
3. Table of Contents
4. Chapters
5. Appendices
6. References
7. Bibliography

The table and figures shall be introduced in the appropriate places

**PREPARATION FORMAT:**

1. **Cover Page & Title Page** – A specimen copy of the Cover page & Title page of the project report a

2. **Abstract** – Abstract should be one page synopsis of the project report typed double line spacing, Font Style Times New Roman and Font Size 14.

3. **Table of Contents** – The table of contents should list all material following it as well as any material which precedes it. The title page will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head.

4. **Chapters** – The chapters may be broadly divided into 3 parts (i) Introductory chapter, (ii) Chapters developing the main theme of the project work (iii) and Conclusion.

   The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

   ❖ Each chapter should be given an appropriate title.

   ❖ Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.

   ❖ Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.
5 Appendices – Appendices are provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme.

- Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.
- Appendices, Tables and References appearing in appendices should be numbered and referred to at appropriate places just as in the case of chapters.

- Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

6 Table and figures - By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices. All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.

7 BIBLIOGRAPHY - When writing a bibliography, remember that the purpose is to communicate to the reader, in a standardized manner, the sources that you have used in sufficient detail to be identified. If you are unable to find all the necessary information, just cite what you can find and the sources from where you get the details.