

# **SAINT CLARET COLLEGE (AUTONOMOUS), ZIRO**

(Affiliated to Rajiv Gandhi University, Doimukh)

**ARUNACHAL PRADESH**



## **DEGREE PROGRAMME BACHELOR OF SOCIAL WORK**

(Offered as per NEP 2020)

## **SYLLABUS**

(Effective from the academic year 2024 – 2025)

**SAINT CLARET COLLEGE, (AUTONOMOUS) ZIRO**  
(Affiliated to Rajiv Gandhi University, Doimukh, Arunachal Pradesh)

**DEPARTMENT OF SOCIAL WORK**

**BACHELORS PROGRAMME IN SOCIAL WORK**

**COURSES OF STUDY OFFERED FOR SEMESTERS 1 AND 2**

(Effective from the Academic Year 2024-2025)

(As per NEP 2020)

| Subject Code | Title of Course                              | Credits | Total Hours       |                    |                     | Exam Hours | Marks                 |              |         |
|--------------|----------------------------------------------|---------|-------------------|--------------------|---------------------|------------|-----------------------|--------------|---------|
|              |                                              |         | Lecture Hours (L) | Tutorial Hours (T) | Practical Hours (P) |            | Continuous Assessment | End Semester | Maximum |
| Semester – 1 |                                              |         |                   |                    |                     |            |                       |              |         |
| 24SW/CC/FS14 | Foundations of Social Work (FSW)             | 4       | 4                 | 1                  | 0                   | 3          | 20                    | 80           | 100     |
| 24SW/CC/FW14 | Introduction to Field Work Practice –I (FWP) | 4       | 4                 | 1                  | 0                   | 3          | 20                    | 80           | 100     |
| 24SW/SE/HB13 | Human Behaviour and Social Change (HBSC)     | 3       | 3                 | 0                  | 0                   | 3          | 20                    | 80           | 100     |
| Semester – 2 |                                              |         |                   |                    |                     |            |                       |              |         |
| 24SW/CC/CW24 | Social Case Work (SCW)                       | 4       | 4                 | 1                  | 0                   | 3          | 20                    | 80           | 100     |
| 24SW/CC/FW24 | Field Work Practice-II (FWP-II)              | 4       | 0                 | 1                  | 8                   | vv*        | 75                    | 25           | 100     |
| 24SW/SE/GW23 | Social Group Work (SGW)                      | 3       | 3                 | 0                  | 0                   | 3          | 20                    | 80           | 100     |

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**FOUNDATIONS OF SOCIAL WORK (FSW)**

**CODE: 24SW/CC/FS14**

**CREDITS: 4**

**L T P: 4 1 0**

**TOTAL TEACHING HOURS: 60**

**LEARNING OBJECTIVES:**

1. To understand history and evolution of social work profession, both in India and the West
2. To develop insights into the origin and development of ideologies and approaches to social change
3. To develop Skills to understand contemporary reality in its historical context

**COURSE OUTCOMES:**

Learners will be able:

1. to understand social work as a profession
2. to understand various ideologies of social work
3. to demonstrate awareness of values and ethics of the social work profession

**Unit 1: An Introduction to Social Work**

**(15 hrs)**

- 1.1 Social Work: Concept, Meaning, Definition and objectives
- 1.2 Social Work: Nature, Scope and Functions
- 1.3 Emergence of Social Work: UK, USA, India
- 1.4 Development of Social Work Education in India

**Unit 2: Social Work Practicum and Practice Domains**

**(15 hrs)**

- 2.1 Assumptions and Values of the Social Work
- 2.2 Code of Ethics
- 2.3 Principles of Social Work
- 2.4 Social Work and its Relation to Human Rights and Social Justice

**Unit 3: Approaches and Methods of Social Work Intervention**

**(15 hrs)**

- 3.1 Profession: Meaning, Definition and Attributes
- 3.2 Professionalization of Social Work in India
- 3.3 Issues and Challenges before Social Work Profession
- 3.4 Status of Social Work Profession in India

#### **Unit 4: Approaches and Ideologies**

**(15 hrs)**

- 4.1 Professional v/s Voluntary Approaches to Social Work
- 4.2 Ideology of Action Groups and social Movements
- 4.3 Generalist Approach to Social Work Practice
- 4.4 Influence of Political Ideology on Social Welfare policies and Programmes

#### **SUGGESTED READINGS:**

1. Banks, S. (1995). *Ethics and Values in Social Work: Practical Social Work Series*, London: Macmillan Press Ltd.
2. Compton, B. R. (1980). *Introduction to Social Welfare and Social Work*. Illinois: The Dorsey Press.
3. Desai, M., (2006). *Ideologies and Social Work: Historical and Contemporary Analyses*. Rawat Publication, New Delhi.
4. Heun, L. R., & Heun, R. E. (2001). *Developing Skills for Human Interaction*, London: Charles E. Merrill Co.
5. Joseph, S. (2000). Social Work: In the Third Millennium (Some Concerns and Challenges), Sriniketan, Department of Social Work, Visva-Bharati.
6. Kieran, O. H, & Kingsley, J. (2003). Competence in Social Work Practice- A Practical Guide for Professionals, London.
7. National Association of Social Workers. (2008). Code of Ethics of the National Association of Social Workers. Washington, D.C.: NASW Press.
8. Reamer & Fredric (2005) *Social Work Values and Ethics*, New Delhi: Rawat Publication.
9. Sansfaçon, A.P. & Cowden, S. (2013). *The Ethical Foundations of Social Work*. Routledge
10. Singh, D. K. and Bhartiya, A.K. (2010). *Social Work: Concept and Methods*. Lucknow: New Royal Book Company.
11. Singh, S. (2012): *Encyclopedia of Social Work in India*. Lucknow: New Royal Book Company.

#### **SCHEME OF EVALUATION:**

##### **CONTINUOUS INTERNAL ASSESSMENT: 20 marks**

- Written Test : 20 marks  
Duration of test : 1 hours  
Third Component : Assignment /Seminar / Project work, etc. (Any one only)

##### **END SEMESTER EXAMINATION: 80 marks**

#### **QUESTION PAPER PATTERN:**

**Duration of Examination: 3 hours**

**Section A** - 4 x 5 = 20 marks (All 4 questions to be answered 200 words)

**Section B** - 3 x 10 = 30 marks (3 out of 5 questions to be answered in 1000 words each)

**Section C** - 2 x 15 = 30 marks (2 out of 4 questions to be answered in 1500 words each)

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**INTRODUCTION TO FIELD WORK PRACTICE-1 (FWP-1)**

**CODE: 24SW/CC/FW14**

**CREDITS: 4**

**L T P: 4 1 0**

**TOTAL TEACHING HOURS: 60**

**LEARNING OBJECTIVES:**

1. To understand the basics of field work
2. To understand the concept of self, developing self-awareness and orientation to field work
3. To be familiarized with the professional role of Social Workers

**COURSE OUTCOMES:**

1. Learners will be able to understand the concept and place of field work in Social Work education
2. Learners will be able to understand and develop self-awareness and orientation to field work
3. Learners will be able to explore role of Social Worker in different settings
4. Learners will be able to develop skills in Field Work like report writing, observation and Analysis

**Unit 1: Understanding Self and Field Work (15 hrs)**

- 1.1 Understanding Self: Self Concept, Dimension, Component
- 1.2. Field Work: Concept, Definition, Purpose and Component
- 1.3. Self-Awareness and Self-Management
- 1.4. Goal Setting and Time Management in Field Work

**Unit 2: Field Work Practice and Ethics (15 hrs)**

- 2.1 Field work Learning Plan: Need and Importance
- 2.2 Planning for Programmes: Objectives and Process
- 2.3 Participative Techniques in Field Work: Social and Resource Mapping
- 2.4 Ethical Considerations: Sense of Responsibility, Commitment and Conduct

**Unit 3: Field Work and Record Writing (15 hrs)**

- 3.1. Record Writing: Purpose and Importance
- 3.2. Record Writing: Different Styles
- 3.3. Record Writing: Orientation and Concurrent Field Work Report Writing

3.4. Field Work Record Writing with Individual, Group and Community

**Unit 4: Skills and Techniques in Field Work**

**(15 hrs)**

- 4.1. Rapport Building, Observation and Analysis
- 4.2. Public Relation and Advocacy
- 4.3. Lobbying and Networking
- 4.4. Use of Programme Media and Mass Media

**SUGGESTED READINGS:**

1. Datar, S. (2010). *Skill Training for Social Workers: A Manual*. New Delhi: Sage.
2. Kadushin, A. & Harkness, D. (2005). *Supervision in Social Work*. New Delhi: Rawat Publication.
3. Kumar, S. (2002). *Methods for Community Participation: A Complete Guide for Practitioners*. London: ITDG Publishing.
4. O'Hagan, K. (2003). *Competence in Social Work Practice – A Practical Guide for Professionals*. London.
5. Patri, V. (2001). *Counselling Psychology*. New Delhi: Authors Press.
6. Rao, S. N. (2002). *Counselling and Guidance*. Tata McGraw-Hill Publishing Company Ltd.
7. School of Social Work, (2015). *Handbook for Student Social Work Recording*. Columbia University.
8. Singh, R. R. (ed). (1985). *Field Work in Social Work Education*. New Delhi: Concept Publishing Company.
9. Verma, R.B.S. and Singh, A. P. (2010). *Handbook of Field Work Practice Learning in Social Work*. Lucknow: New Royal Book Company.

**SCHEME OF EVALUATION:**

**CONTINUOUS INTERNAL ASSESSMENT: 20 marks**

|                  |   |                                                          |
|------------------|---|----------------------------------------------------------|
| Written Test     | : | 20 marks                                                 |
| Duration of test | : | 1 hour                                                   |
| Third Component  | : | Assignment / Seminar / Project work, etc. (Any one only) |

**END SEMESTER EXAMINATION: 80 marks**

**QUESTION PAPER PATTERN:**

**Duration of Examination: 3 hours**

**Section A** - 4 x 5 = 20 marks (All 4 questions to be answered 200 words)

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**HUMAN BEHAVIOUR AND SOCIAL CHANGE (HBSC)**

**CODE: 24SW/SE/HB13**

**CREDITS: 3**

**L T P: 3 0 0**

**TOTAL TEACHING HOURS: 45**

**LEARNING OBJECTIVES:**

1. To obtain knowledge on various sociological concepts and enhance ability to identify the vulnerable groups with social problems.
2. To educate on various psychological processes and human development through stages and theories.

**COURSE OUTCOMES:**

Learners will be able to understand

1. Sociological concepts, Socially Vulnerable Groups and their relevance to Social Work
2. the basic concepts and processes in social psychology and its relevance to Social Work
3. determinants and processes of personality development
4. the social attitudes and psycho-social behaviour

**Unit 1: Society: Concepts, Institutions and Control (11 hrs)**

- 1.1. Concepts of Society, Culture, socialization, social groups, social process, Caste, Class
- 1.2. Institutions of Marriage, Family, Religion, Education, Economics and Politics
- 1.3. Social Stratification, Social Differentiation, Social Mobility, Social Control and Social Change

**Unit 2: Socially Vulnerable Groups and Social Problems (11 hrs)**

- 2.1 Indigenous People (Tribal/Adivasi)
- 2.2 Minority, Dalits and OBCs
- 2.3 Disability and special group
- 2.4 Women, Children and LGBTQIA+
- 2.5 Homeless, Migrants, Refugees
- 2.6 Social Problems in India and Northeast India

**Unit 3: Psychological Process and Human Development (12 hrs)**

- 3.1 Intelligence, Motivation, Perception, Emotion, Learning and Attitude

- 3.2 Concept of Growth and Development
- 3.3 Hereditary and Environment
- 3.4 Life span stages: Prenatal stages, Infancy to Old Age
- 3.5 Developmental Tasks across the lifespan

#### **Unit 4: Theories of Human Development**

**(11 hrs)**

- 4.1 Freud's Psychosexual Theory
- 4.2 Erickson's Psychosocial Theory
- 4.3 Piaget's Theory of Cognitive Development

#### **SUGGESTED READINGS:**

1. Ahuja, R. (2014). *Social Problems in India*. New Delhi. Rawat Publications.
2. Akhup, A. (2015). *Tribal and Adivasi Studies Perspectives from within 2: Identities and their Struggles in North East*. Kolkata: Adivasi and Tribal Intellectual Collective India.
3. Atkinson, R. L., Atkinson, R. C., Smith, E. E., Bem, D. J. & Hilgard, E. R. (2013). *Introduction to Psychology*. New York: H. B. J. Inc.
4. Bhaumik, S. (2009). *Troubled Periphery Crisis of India's North east*. New Delhi: Sage Publications India.
5. Dube, S.C. (1990). *Society in India*. New Delhi: National Book Trust.
6. Hall, C.S. Lindzey, G. and Cambell J.B. (2004). *Theories of Personalities*. New York: Wiley M.
7. Madan, G. R. (1997). *Indian Social problems*. (Vol I & II) New Delhi: Allied Publications
8. Morgan, C.T., King, R.A. Weisz, J. R., Schopler, J. (2001). *Introduction to Psychology*. New Delhi: Tata McGraw Hill.
9. Myers, D.G. (2005). *Social Psychology* (8th ed.). New Delhi: Tata McGraw Hill Pub. Co. Ltd.

#### **SCHEME OF EVALUATION:**

##### **CONTINUOUS INTERNAL ASSESSMENT: 20 marks**

Written Test : 20 marks

Duration of test: 1 hr

Third Component: Assignment /Seminar / Project work, etc. (Any one only)

##### **END SEMESTER EXAMINATION: 80 marks**

#### **QUESTION PAPER PATTERN:**

**Duration of Examination: 3 hours**

**Section A** - 4 x 5 = 20 marks (All 4 questions to be answered 200 words)

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**Section C** - 2 x 15 = 30 marks (2 out of 4 questions to be answered in 1500 words each)

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**BACHELORS PROGRAMME IN SOCIAL WORK**

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**SOCIAL CASE WORK (SCW)**

**CODE: 24SW/CC/CW24**

**CREDITS: 4**

**L T P: 4 1 0**

**TOTAL TEACHING HOURS: 60**

**LEARNING OBJECTIVES:**

1. To understand the individual, family and their problems and the social contextual factors affecting them
2. To understand Social Casework as a method of Social Work Practice
3. To gain knowledge about the basic concepts, tools, techniques, processes and Skills of working with individuals
4. To development understanding of application of case work in diverse settings

**COURSE OUTCOMES:**

Learners will be able to

1. Demonstrate familiarity with Casework processes, tools and techniques and their application in Professional Social Work Practice.
2. Develop skills of Observation, Listening, Interviewing and Home Visits, Rapport Building, Resource Mobilization and Recording.
3. Strengthen inner capacity of individuals in distress.

**Unit 1: Introduction to Social Casework**

**(15 hrs)**

- 1.1 Social Casework: Concept, Nature, Scope, Objectives and Importance
- 1.2 Historical Development of Social Casework
- 1.3 Components of Social Casework (Person, Place, problem and Process)
- 1.4 Principles of Social Casework

**Unit 2: Understanding Individuals and Problems**

**(15 hrs)**

- 2.1 Individual: Nature and Needs
- 2.2 Problems Faced by Individual and Families
- 2.3. Concept of Social Role, Functioning and Coping
- 2.4 Casework Practice in Different Contexts: Medical, School, Elderly Care Homes, Correctional, and Rehabilitation Centres

**Unit 3: Tools, Techniques and Skills of Social Casework**

**(15 hrs)**

- 3.1 Casework Relationship, use of Authority and Advocacy

- 3.2 Communication: Observation, Listening, Interviewing and Home visits
- 3.3 Rapport Building and Resource Mobilization
- 3.4 Recording in casework

**Unit 4: Approaches and process of Social Casework (15 hrs)**

- 4.1 Task Centred Approach
- 4.2 Social Psychological Approach
- 4.3 Problem Solving Approach and Integrated Approach
- 4.4 Phases of Casework process: Study, Assessment, Intervention, Termination, Evaluation and Follow-up

**SUGGESTED READINGS:**

:

1. Aptekar, H. (1955). *The Dynamics of Casework and Counselling*. New York: Houghton Mifflin Co.
2. Devi, R. & Prakash, R. (2004). *Social Work Methods, Practices and Perspectives (Models of Casework Practice)*. Jaipur: Mangal Deep Publication.
3. Hamilton, G. (2013). *The Theory and Practice of Social Case Work*. Rawat Publication, New Delhi.
4. Keats, D. (2002). *Interviewing – A Practical Guide for Students and Professionals*. New Delhi: Viva Books Pvt. Ltd.
5. Mathew, G. (1992). *An Introduction to Social Casework*. Bombay: Tata Institute of Social Sciences.
6. Upadhyay, R K. (2003). *Social Case Work: A Therapeutic Approach*. Jaipur: Rawat Publications.

**SCHEME OF EVALUATION:**

**CONTINUOUS INTERNAL ASSESSMENT: 20 marks**

Written Test : 20 marks

Duration of test: 1 hr

Third Component: Assignment /Seminar / Project work, etc. (Any one only)

**END SEMESTER EXAMINATION: 80 marks**

**QUESTION PAPER PATTERN:**

**Duration of Examination: 3 hours**

**Section A** - 4 x 5 = 20 marks (All 4 questions to be answered 200 words)

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**Section C** - 2 x 15 = 30 marks (2 out of 4 questions to be answered in 1500 words each)

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**FIELD WORK PRACTICE-II (FWP-II)**

**CODE: 24SW/CC/FW24**

**CREDITS: 4**

**L T P: 0 1 8**

**TOTAL PRACTICAL HOURS:120**

**LEARNING OBJECTIVES:**

1. To provide an exposure to and understanding about the various agency settings
2. To critically understand and appreciate programmes and projects of governmental and non-governmental organizations
3. To understand the skilful application of programme media
4. To develop skills in writing of records and use of supervision

**COURSE OUTCOMES:**

1. Learners will be able to understand Programmes and projects of governmental and non-governmental organizations and critically appraise them
2. Learners will be able to understand role of professional Social Workers in different settings.
3. Learners will be able to understand programme media Skills in planning Social Work interventions.
4. Learners will be able to develop skills of writing record of the observation visits and engage in meaningful discussions during group interactions

**Unit 1: Observational Visits to the Government/Non-Governmental Organizations at least Six Observational Visits to be organized from the following areas (48 hrs)**

- 1.1 **Health Setting-** Hospitals, Community health extension projects, Primary health centres, Psychiatric Departments, Clinics, and HIV Guidance Centres, etc.
- 1.2 **Educational Setting** - Formal schools, non-formal/adult education centres, income generating skill development centres, vocational training facilities, etc.
- 1.3 **Community Services** - Skill development programme centres, vocational training centres, environment improvement centres, family service centres, Community development projects in urban and rural settings, etc.
- 1.4 **Institutional and Non-institutional Services for Special Groups** - the Differently abled, Mentally Challenged, Destitute, Migrants, Women, Street Children, Elderly, and Other Vulnerable Groups; Adoption Agencies, Child Rights Protection

Facilities, Rehabilitation centres, Labour Welfare Centres /workers education centres etc.

1.5 **Criminal Justice System-** Prisons/Jails, Courts, Police stations, and agencies under the Juvenile Justice Act.

1.6 **Civic Administration Centres-** Municipal Corporation, Ward offices, Zila Parishad, Panchayat Samiti, Block Development Office, etc.

**Unit 2:Organize Programme Media classes for students which are as follows (24 hrs)**

2.1 Art and Craft (Best out of waste)

2.2 Music (Vocal and Instrumental, folk and Community Singing)

2.3 Group Games (Indoor and Outdoor)

2.4 Street Theatre

**Unit 3: Group Conference and Individual Conference (24hrs)**

3.1 A mandatory one- Individual Conference in a week

3.2 Group Conferences to be scheduled every fortnight with three different Roles among trainees as Presenter, Recorder and Chairperson

3.3 Recording of every Individual and Group Conference in prescribed format

**Unit 4:Report Writing (24 hrs)**

4.1 An Orientation on Recording Observational Visits

4.2 Term Plan and Agency Profile

4.3 Weekly Report based on Process Recording

4.4 Midterm Evaluation and Term End Evaluation

4.5 A Summary Report Recording

4.6 IC and GC Recording

**SUGGESTED READINGS:**

1. Columbia University. (2015). Handbook for Student Social Work Recording, School of Social Work.
2. Kadushin, Alfred Harkness, Daniel (2005) Supervision in Social Work, New Delhi: Rawat Publication.
3. Narayana Rao, S. (2002). Counselling and Guidance. Tata McGraw-Hill Publishing Company Ltd.
4. Sudha Datar, et al. (2010). Skill Training for Social Workers: A Manual. New Delhi: Sage.
5. Verma, R.B.S. and Singh, A. P. (2010). Handbook of Field Work Practice Learning in Social Work. Lucknow: New Royal Book Company.

**SCHEME OF EVALUATION:**

**CONTINUOUS INTERNAL ASSESSMENT:**

Documentation, Regularity and Pro-Active participation: **75 Marks**

**Term End Viva- Voce: 25**

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**SOCIAL GROUP WORK (SGW)**

**CODE: 24SW/SE/GW23**

**CREDITS: 3**

**L T P: 3 0 0**

**TOTAL TEACHING HOURS: 45**

**LEARNING OBJECTIVES:**

1. To understand the nature and types of groups
2. To understand Social Group Work as a method of Social Work practice
3. To know the basic concepts, tools, techniques, processes and Skills of working with groups
4. To develop an understanding of process of group development, group dynamics and an application of group work in diverse settings

**COURSE OUTCOMES:**

Learners will be able

1. to demonstrate familiarity with Group Work processes, tools and techniques and their application in Professional Social Work Practice
2. to develop skills of Facilitation, Analytical Thinking, Leadership Building, Programme Planning, Evaluation and using Programme Media in groups
3. to help people in similar distressful situations through therapeutic process

**Unit 1: Introduction to Social Group Work: (11hrs)**

- 1.1 Social Groups: Meaning, Characteristics and Importance;
- 1.2 Types of Groups: Primary and Secondary, Open and Closed, Formal and Informal;
- 1.3 Evolution of Social Group Work;
- 1.4 Values of Social Group Work

**Unit 2: Social Group Work and its Practice: (11 hrs)**

- 2.1 Assumptions and Objectives of Social Group Work;
- 2.2 Models of Social Group Work Practice;
- 2.3 Applications of Social Group work with Different Groups: Children; Adolescents, Older Persons, Women and Persons with Disability;
- 2.4 Areas of Social Group Work Practice in Different Settings

**Unit 3: Group Process and Dynamics: (11 hrs)**

- 3.1 Stages of Group Development;
- 3.2 Group Dynamics; Principles of Social Group Work;
- 3.3 Social Group Work Process: Facilitation, Role of Group worker, Leadership and Decision Making

**Unit 4: Skills and Techniques of Social Group Work Practice: (12 hrs)**

- 4.1 Social Group Work skills: Facilitation, analytical Thinking and Leadership Building;
- 4.2 Programme Planning and Evaluation;
- 4.3 Use of Programme Media; Group Discussion,
- 4.4 Group Counselling, Group Decision Making, and recording in Group Work

**SUGGESTED READINGS:**

1. Balgopal, P.R. & Vassil, T.V. (1983). *Groups in Social Work: An Ecological Perspective*. New York: Macmillan.
2. Charles D. Gravin, L. M. Gutierrez, Maeda, J. G. (2004). *Handbook of Social Work with Groups*. Rawat Publications.
3. Douglas, T. (1972). *Group Processes in Social Work: A Theoretical Synthesis*. Chichester: Johan Wiley and Sons.
4. Geoffrey, L.G. & Ephross, P.H. (1997). *Group Work with Population at Risk*. New York: Oxford University Press.
5. Kanopka, G. (1963). *Social Group Work: A Helping Process*. Eaglewood Cliffs: Prentice.
6. Phillips (1957) *Essentials of Social Group Work Skills*. New York: Association Press.
7. Siddiqui, H.Y. (2008). *Group Work: Theories and Practices*. Rawat Publications.
8. Wilson, G. and Ryland, G. (1949). *Social Group Work Practice*. Cambridge: Houghton. Mifflin Company.

**SCHEME OF EVALUATION:**

**CONTINUOUS INTERNAL ASSESSMENT: 20 marks**

Written Test : 20 marks

Duration of test: 1 hour

Third Component: Assignment /Seminar / Project work, etc. (Any one only)

**END SEMESTER EXAMINATION: 80 marks**

**QUESTION PAPER PATTERN:**

**Duration of Examination: 3 hours**

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