

## **CENTRAL UNIVERSITY OF HIMACHAL PRADESH**

[Established under the Central Universities Act 2009]

PO Box: 21, Dharamshala, District Kangra - 176215 (HP)

[www.cuhimachal.ac.in](http://www.cuhimachal.ac.in)

**Course Code:** SWR 701

**Course Name:** Social Work with Individual

**Credits Equivalent:** 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

**Course Objectives:** The course is designed to:

- To study the Case Work as one of the primary method of Social Work
- To understand the client based study and interventions
- Theoretical understanding of working with individuals.

### **Evaluation Criteria:**

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment( CIA) : 25%
  - a. Project Proposal:10%
  - b. Presentation: 10%
  - c. Assignments: 5%

### **Course Contents:**

#### **UNIT - I: Social Case Work: An Introduction**

- Historical development of casework as a method of social work
- Meaning, concept, Objectives of social case work
- Philosophical & chief assumptions
- Components, Contribution of Mary Richmond & Friendly Visitors

#### **UNIT - II: Case Work Process/Principles/Theories**

- Process in case work- Intake, Study
- Assesment
- Intervention
- Termination & evaluation
- Principles of case work

#### **UNIT - III: Techniques and skill in Social Case work**

- Case work Relationship: Conceptual Framework
- Helping Techniques:-Interviewing , listening, Rapport building Observation, home visit, Relationship
- Supportive techniques:-Acceptance, empathy, Assurance, Facilitation, Encouragement & Reassurance
- Recording in Case work

#### **UNIT – IV: Understanding the client System**

- Psychoanalytical Theory
- Psychosocial Theory
- Diagnostic School and Functional School of case work
- Counseling

#### **UNIT – V: Therapeutic Approach to Social Case Work**

- Behaviour Modification Approach
- Problem Solving Approach
- Crisis Intervention Approach
- Eclectic approach

#### **Prescribed Books:**

1. Mathew, G. 2011. An Introduction to Social Casework. Mumbai: Tata Institute of Social Sciences.
2. Perlman, H.H 2011.Social Casework:- A problem-solving Process. Jaipur:Rawat.
3. Upadhyay,R.K 2010.Social Casework: A Therapeutic Approach. Jaipur:Rawat

#### **Suggested Extra Readings:**

1. Kadushin, A, & Kadushin, G.1997. The social case work interview: A guide for human service professionals. New York: Columbia University Press.
2. Biestek, Felix P. The casework: A psychosocial Therapy. New York: McGraw Hills.
3. Hollis, F. 1964. Casework: A Psychosocial Therapy. New York: McGraw Hills.

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**Course Code:** SWR 498

**Course Name:** Project Formulation & Report Writing

**Credits Equivalent:** 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

**Course Objectives:** The course is designed to:

- To introduce the students about Project Proposal.
- To introduce the Basic Concepts & Skill for the Project Proposal.
- To provide an overview of Techniques and Skill Required.
- To equip about the ability to write good reports.

**Evaluation Criteria:**

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. Continuous Internal Assessment( CIA) : 25%
  - a. Project Proposal:10%
  - b. One Minute Paper: 10%
  - c. Assignments: 5%

**Course Contents:**

**UNIT - I:Conceptual Understandings: Problem Statement, Vision, Mission etc. (5 Hours)**

- Steps in Selection of Problem
- Problem Statement, Identification & Formulation
- Strategy: Vision & Mission Statements, Differentiation and Organizational Alignment.
- Best Practice Case Study.
- Strategy Formulation.

**UNIT - II:Project Proposal & Some Basic Techniques (4 Hours)**

- Proposal Writing
- Mechanics of Proposal Writings
- General Lineation for Formulation of Project Proposals.
- Checklist for Project Proposal

**UNIT - III: Non-governmental organizations & Corporate Social Responsibility (4 Hours)**

- Matters included in Bye - Laws of a Society.
- Matters included in Rules & Regulations.

- NGOs & Corporate Social Responsibility

**UNIT – IV: Budgeting**

**(3 Hours)**

- Purpose and Preparation of a Good Budget.
- Guiding Principles of Budgeting.
- A Good Budget –Desirability, Feasibility, Possibility, Continuity and Impact.

**UNIT – V: Fund Raising**

**(4 Hours)**

- Ways & Means of Raising Fund
- Locating the Funding Sources
- Activities for Raising Fund

**Prescribed Text Books:**

1. Accenture - Stiftung, Germany, School of Communication Management, International University in Germany, Bruchsal, The Banyan, India. (2009) Strategic Research and Political Communications for NGOs: Initiating Policy Change. New Delhi, Sage Publications India Pvt. Ltd.

**Suggested Additional Readings:**

2. Fr. Emmanuel S. Fernando (2001), Project From Problems, Emmanuel Sylvester., Mumbai.

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**Course Code:** SWR 434

**Course Name:** Social Work and Human Rights

**Credits Equivalent:** 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

**Course Objectives:** After completing this course the students will be able to:

Develop an understanding about the scientific approach to human inquiry

Develop an appreciation of the value and approach in research in addressing problems in the field of professional practice

Develop attitudes and skills appropriate for research

Acquire the skills for data analyses and research writing

## **Attendance Requirements:**

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

## **Evaluation Criteria:**

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment (CIA): 25%
  - a. Presentation: 5%
  - b. Assignment: 5%
  - c. Project Work: 15%

## **Course Contents:**

**UNIT - I: Social Work & Human Rights: Concepts, Nature & Scope (4 Hours)**

Social Work and Rights

Concept, Nature & Scope of Human Rights. History of Human Rights.

State & Human Rights Theory.

**UNIT II: Regulating Human Rights (4 Hours)**

Declaration, Covenant, Convention and Treaties International Covenant on Civil & Political Rights The Human Rights Committee

Universal Declaration of Human Rights

**UNIT - III: Human Rights in Indian Condition (4 Hours)**

Indian constitution and Human Rights.

Human rights in Indian constitution: part III of constitutional provisions

Human rights in Indian constitution: Part IV of Indian constitution.

Role of NCW in implementing Human rights in India

**Unit –IV: Implementing Agencies in India (4 Hours)**

Implementing Human Rights in India

Role of NGOs for implementing Human

Rights Role of NHRC in India

Role of SHRC for implementing Human Rights.

**UNIT - IV: Globalization and Human Rights (4 Hours)**

Globalization and Human Rights.

Globalization merits and demerits.

Migrant Labourers Developed World & Human

Rights. Environment & Human Rights.

**Prescribed Text Books:**

1. O’Byrne, Darren (2011 3<sup>rd</sup> reprint) Human Rights: An Introduction, New Delhi, Pearson Education Ltd.
2. Reichert, E. (2003) Social Work and Human Rights, Jaipur, Rawat (Originally Published from Columbia University Press) .

**Suggested Extra Readings:**

1. Study Material from IGNOU
2. Material Published by NHRC.

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**Course Code:** SWR 407

**Course Name:** Social Group Work

**Credits Equivalent:** 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

**Course Objectives:** Having successfully completed this course, a student should be able to:

- Understand the place of group work in social work intervention
- Understand group work as an instrument of change/development in individual in groups
- Understand use of programme as a tool for group development
- Develop skills to work with different stages and record the process
- Understand relevance of group in different set up

**Attendance Requirements:**

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

**Evaluation Criteria:**

7. Mid Term Examination: 25%
8. End Term Examination: 50%
9. Continuous Internal Assessment (CIA): 25%
  - a. Assignments: 10%
  - b. Group Work Activity: 10%
  - c. Group work Report: 5%

**Course Contents:**

**UNIT - I: Understanding Concepts of Social Group Work (8 Hours)**

- Concept and Importance of Groups
- Definition of Social Group Work
- Characteristics of Social Group Work
- Application of Social Group Work in Different Fields

**UNIT - II: Social Group Work Theories, Principles & Skills (8 Hours)**

- Theories Applicable to Group Work Practice; Psychoanalytical Theory, Learning Theory, Field Theory, System Theory & Conflict Theory
- Skills and Distinctive Principles of Group Work
- Classification of Groups; Primary Group & Secondary Group; Formal & Informal Group

- Common Interest Group, Self-help Groups, Task Group, Therapy Group, Single Session Group, Peer Group, Reference Group

**UNIT - III: Process and Techniques in Social Group Work (8 Hours)**

- Stages in Group Development: - Forming, Storming, Norming, Performing, Termination, and Evaluation.
- Role of Social Worker in Different Stages of Group Development.
- Techniques of Working with Group; Group Councelling, Group Discussion, Group Decision Making.
- Programme Media, Role Play, Group Diagnosis

**UNIT - IV: Use of Programme and Dynamic of Group Process (8 Hours)**

- Programme Planning in Group Work
- Role of Social Worker in Programme Planning
- Steps in Understanding Group Process
- Communication & Leadership in Group Process
- Group Dynamics: - Interaction, Group Cohesiveness, Group Conflict, Group Culture & Group Development

**UNIT - V: Recording and Evaluation in Group Work (8 Hours)**

- Importance of Recording in Group Work
- Group Work Practice in Agencies
- Role of Social Group Worker for the Satisfaction of the Social Needs and Development of Individual and Community.
- Evaluation: Individual Growth, Group, Evaluation of the Member's Group Contribution

**Prescribed Text Books:**

1. Mishra, P.D. (2008), Social Work – Philosophy & Methods, New Delhi, Inter-India Publications.
2. Siddiqui, H.Y. (2008), Group Work - Theories and Practices, Jaipur, Rawat Publications.
3. Battacharya, Sanjay (2008), Social Work an Integrated Approach, New Delhi, Deep & Deep Publications.
4. Zastrow, C. (2010), Social Work with Groups, Jaipur, Rawat Publications.

**Suggested Extra Readings:**

1. Gravin, Charles D., Lorriae M. Gulier (Ed.) (2007), A Hand Book of Social Work with Groups, Jaipur, Rawat Publications.