

UNIVERSITY OF MUMBAI

No. UG/136 of 2018-19

CIRCULAR:-

Attention of the Principals of the Affiliated Colleges and Directors of the recognized Institutions in Humanities Faculty is invited to this office circular No. UG/309 of 2017-18 dated 8th December, 2017 relating to syllabus of Diploma in Social Work.

They are hereby informed that the recommendations made by the Board of Studies in Social Work at its meeting held on 7th August, 2018 have been accepted by the Academic Council at its meeting held on 8th September, 2018 vide item No. 4.2 and that in accordance therewith, the revised syllabus of Diploma in Social Work has been brought into force with effect from the academic year 2018-19, accordingly. (The same is available on the University's website www.mu.ac.in).

MUMBAI – 400 032
12th December, 2018
To


(Prof. Sunil Bhirud)
I/c REGISTRAR

The Principals of the affiliated Colleges and Directors of the recognized Institutions in Humanities Faculty. (Circular No. UG/334 of 2017-18 dated 9th January, 2018.)

A.C/4.2/08/09/2018

No. UG/136 -A of 2018

MUMBAI-400 032 12th December, 2018

Copy forwarded with Compliments for information to:-

- 1) The I/c Dean, Faculty of Humanities,
- 2) The Chairman, Board of Studies in Social Work,
- 3) The Director, Board of Examinations and Evaluation,
- 4) The Director, Board of Students Development,
- 5) The Co-ordinator, University Computerization Centre,


(Prof. Sunil Bhirud)
I/c REGISTRAR

(Revision of Syllabus Dated – 7th Aug. 2018)

Diploma in Social Work

Paper- I Introduction to Social Work- I Credits- 3 MM: 100

Learning Objectives:

- To help the learner develop basic understanding about Social work as a Profession.
- To enable the learner to learn about basic method of social work- working with individuals and families.
- To enable them to learn and develop skills about basic intervention strategies and techniques while working with people.

Learning Outcome is to be included:

Course Contents:

Module	Contents	Reference list
Introduction to social work as a Profession	<ul style="list-style-type: none">• Nature and concept of Social Work• History / Evolution of social work as a Profession in India: social reformers and their contribution.• Ethical framework of social work.• Values and Principles of social work Profession• Overview of various Methods of Social Work	Johnson, Louise C. Social Work Practice: A Generalist Approach, 1995. Wadia, A.R (ed). History and Philosophy of Social Work in India, Bombay: Allied Publishers Pvt. Ltd. 1961.
Working with Individuals and Families	<ul style="list-style-type: none">• Understanding Individuals & families- stages of family life cycle• Types of family.• Changing family pattern in India• Overview of process- PHASE- I Exploration, assessment, planning, PHASE- II implementation and goal attainment, PHASE- III Termination and evaluation• Problem solving Techniques- Supportive Techniques, Resource Mobilisation• Importance of Recordings	H. Hepworth, Ronald H Rooney, 1997, Direct social work practice –theory and skills, fifth edition Joann. Lauren. brooks/cole publishing company Murli Desai ,1994 family and intervention a course compendium tata institute of social sciences R.k., upadhay [ed],2003 social casework a therapeutic approach Rawat publications. Helen Pearlman : social case work– a problem solving process, university of Chicago Grace Mathew : an introduction to case – work, tata institute of social sciences , 1992
Intervention Strategies	<ul style="list-style-type: none">• Fact finding Tools- Home visits,	Gandhi V.P. Media and Communication Today, Vol. 1,2& 3 Kanishka Publishers,

and Techniques	<p>Interview, Types of survey, observation guide, Participatory Learning Appraisal, Community Mapping</p> <ul style="list-style-type: none"> • Programme Media Skills- Interpersonal Communication Skills, Self-awareness, Motivation, Value Education, use of different programme media like storytelling, street plays, painting, puppetry, photo language, poster making, use of film clips and documentaries 	<p>New Delhi, 1995.</p> <p>Nelson Jones Richard. Human Relationship Skills Better Yourself Book, 1994, Mumbai</p> <p>Lewis, Hedwing. Body Language Guide for Professionals Response Book, New Delhi, 2000</p> <p>Siddique – Social Work Process S.P. Doctor – Communication Kenve - Intervention</p>
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- Module I – Introduction to social work as a Profession
Module II – Working with Individuals and Families
Module III – Intervention Strategies and Techniques

Learning Objectives:

- To help the learner develop understanding about Working with Groups a method of social work.
- To help the learner develop skills about Working with Communities as a method of social work.
- To enable students learn skills and attitude with group and communities.

Course Contents:

Module	Contents	Reference list
Introduction to Group Work and communities	<ul style="list-style-type: none"> • Understanding Groups: Nature, meaning and types of groups • Significance of groups • How to form the group. • Basis o formation of group in communities. • Strength and Weakness of Group • Understanding of Community • Types – geographical and functional • Understanding Groups in Communities – Types – open / closed, Formal / informal • Leadership • Groups within the communities • Community mapping • PRA • PLA (Participative Learning Appraisal) 	<p>Douglas, Tom (1979), Group Process in Social Work, John Wiley & Sons, New York.</p> <p>Konopka, Gisela. 1963. Social Group Work: A Helping Process. Englewood Ciffs, N.J. Prentice-Hall.</p> <p>Siddiqui, H.Y. 2008. Group Work: Theories and Practices. Rawat Publications, Jaipur.</p> <p>Toseland, R.W. & Rivas R F. 2001. An Introduction to Group Work Pracice. Boston: Allyn and Bacon.</p>
Group Development	<ul style="list-style-type: none"> • Understanding Group Dynamics • Understanding stages of Group Development • Importance of Recordings • Application of group work in different settings • SHGs • Group Termination 	<p>Bonner, H. 1959. <i>Group Dynamics: Principles and Applications</i>. New York: Ronald.</p> <p>Cartwright, D. 1968. “The Nature of Group Cohesiveness”, <i>Group Dynamics: Research and Theory</i>. D. Cartwright, A. Zander, eds.,3rd Edition. New York: Harper & Row.</p> <p>Shaw, M.E. 1977. <i>Group Dynamics</i>. New Delhi: Tata- McGraw Hill.</p>
Community dynamics	<ul style="list-style-type: none"> • Understanding community dynamics: sources of Power structure, concept of Power, Leadership styles, caste, class and gender in community organization • Overview of Models and 	<p>John, E. Tropmon, John L. Erlich. 2000. Tactics and Techniques of Community Intervention.</p> <p>Si, Khan 1991. Organsing – A Guide For Grassroots Leaders. NASW, USA</p> <p>Blanchand, Kenneth. 1993. Leadership And</p>

	<p>approaches in Community organization: Locality development, social planning, social action</p> <ul style="list-style-type: none"> • Group Dynamics and its handling • Rapid Appraisal Summery 	<p>The One Minute Manager. An Imprint of Harper Collins publishers Pvt. Ltd. New Delhi.</p>
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Module I – Introduction to work with groups and communities

Module II – Group Development

Module III– Group Dynamics

Learning Objectives:

- To help the learner develop understanding about Social Institutions and Social Stratification.
- To develop learner the wider perspective on Indian Culture and Social Movements in India.
- To enable students learn dynamics and various component within each module.

Course Contents:

Module	Contents	Reference list
Social Institutions and Communities	<ul style="list-style-type: none"> • Kinship, Marriage, Family and Religion; Tribal, Rural and Urban Communities. • Social systems: Health, Education and Legal. 	Giddens, A. (1993). <i>Sociology</i> . London: Polity Press
Social Stratification	<ul style="list-style-type: none"> • Theories and Perspectives on Social Stratification; Caste, Gender and Class in the Indian Society. • Concepts of unity in Diversity 	Gupta, D. (1993). <i>Social Stratification</i> . Oxford: OUP
Culture	<ul style="list-style-type: none"> • Concept, Characteristics, Components and Functions of Culture; • Agents and Effects of Culture; Culture and Socialization 	Giddens, A. (1993). <i>Sociology</i> . London: Polity Press
Social Movements in India	<ul style="list-style-type: none"> • Dalit Movement, Women’s Movement, Social Reform Movement. 	<p>Jogdand P.G. and Michael S.M. (2003) <i>Globalisation and Social Movement</i>, Rawat Publication, New Delhi.</p> <p>Shah Ghanshyam. (2002). <i>Social Movements and the Sate</i>. Sage Publication Pvt. Ltd.</p>

Module I – **Social Institutions and Communities**

Module II – **Social Stratification**

Module III– **Culture**

Module IV– **Social Movements in India**

Readings:

- Chatterjee, P. (1997). *State and Politics in India*. New Delhi: Oxford University Press.
- Acharya, S. (2003). *India's Economy: Some Issues and Answers*. Academic Foundation
- O.P. Gauba – Introduction to Political Theory

- Poonacha, V. (1999). *Understanding Women Studies*, Contribution to Women's Studies Series: 11. Mumbai: Research Center for Women's Studies, SNDT University

Paper- IV. Understanding Political and Economic Systems Credits- 3 MM: 100

Learning Objectives:

- To help the learner develop understanding about State and Government.
- To enable students learn about the Indian Constitution and its major components.
- To develop learner the wider perspective on different socio - political problems of under development.

Course Contents:

Module	Contents	Reference list
State, Government and Democracy	<ul style="list-style-type: none"> • Organs of the State; Types of Government; Three Tier Structure of the Government; • Local self Government: Panchayati Raj System and its structure • Composition and Functions of Indian Government Concept, Features and Types of Democracy 	<p>Chatterjee, P. (1997). <i>State and Politics in India</i>. New Delhi: Oxford University Press.</p> <p>O.P. Gauba – Introduction to Political Theory</p>
Indian Constitution and Salient Features	<ul style="list-style-type: none"> • Constitution of India and its features. • Legislation and Judiciary and its functions 	<p>Khan A.R. (2013). The constitution of India – Bare Act, Access Publishing India Pvt. Ltd.</p> <p>Mathew P. D. (1998). The constitution</p>
Problems of under development	<ul style="list-style-type: none"> • UN Millennium Development Goals, Human Rights • New Economic Policy • Population, Housing, Poverty, Food Security and Malnutrition, Unemployment and Urbanization issues. • Unorganized sector in India • Special Economic Zone issues • Environment issues and Climate Change 	<p>Bhardwaj Arpana and Thakur Anil (2012), Amrtya Sen and Human Development. Poverty, Gender, Disparity, Ethics. The Indian Economic Association.</p> <p>Misra S. K., Purvi V. K. (1998), Indian Economic Problems, Himalaya Publishing House, Mumbai.</p> <p>(Ed) Corbridge Stuart (2002), Development Studies, ARNOLOD, London.</p>

Module I – **State, Government and Democracy**

Module II – **Indian Constitution and Salient Features**

Module III– **Problems of under development**

Readings:

- Acharya, S. (2003). *India's Economy: Some Issues and Answers*. Academic Foundation
- O.P. Gauba – Introduction to Political Theory
- Gupta, M., and Mahajan, B.(2003). *Preventive and Social Medicine*, New Delhi: Jaypee Bros.
- Walter, F. (1989). *Development, Displacement & Rehabilitation: Issue for National Debate*. New Delhi: ISI
- Dreze, J and Sen, A. (2003). 'Basic Education as a Political Issue', In B.G. Tilak (Ed.) *Education, Society and Development: National and International Perspectives*. New Delhi: APH

Paper- V Seminar on Fields of Social Work Practice Credits- 3**MM: 100****Learning Objectives:**

- To help the learner develop understanding about various social problems and systems related to address the social issues.
- To enable the learner to imbibe the skills and methods of presentations.
- To develop the learner the skills and methods of writing the paper in group on any one of the social issues.

Course Contents:

Module	Contents	Reference list
Social Work in Health settings	Medical social work as a profession; Functions of medical social worker; Multidimensional roles and skills required for medical social worker. Hospital and Community Health.	(Ed.) Nadkarni Vimala, Sinha Roopashri (2009), NGO's, Health and Urban Poor. TISS (Ed.) Porterfield John (1966), Community Health, Basic Books. Inc. Publisher U.S.A.
Social Work with Elderly	Problems of aged in India; Working with elderly on financial issues, medical care, mental disorders, and <i>socio-legal</i> problems	Marshall Mary (1983), Social Work with old people, The Mechmillan Press Ltd. (Ed.) Nolan Mike, Davies Sue (2001), working with old people and their families.
Social Work with Youth	Youth and development; forming youth clubs; Profile of a youth worker	Singh Renuka (2005), Problems of youth. Serials Publications. Jayaswal Rajendra (1992) Modernisation and youth in India. Rawat Publication, Jaipur
Social Work with Child Rights and Child	Children in the rights framework; Laws and legislations associated with children; working with child protections institutions.	Bajpai Asha (2003), Child Rights in India, Oxford University press. Barooah Pramila (1992), Handbook on Child. Concept Publishing

Protection		Company, New Delhi
Social Work with Disability	Conceptual framework of disability. Issues and Intervention in issues of disability. Role of social worker in disability. Laws related to disability.	Pandey R.S., Advani Lal (1995), Perspectives in Disability and rehabilitation. Panigrahi Santosh (2004), Role of NGOs in the empowerment of disabled.
Social Work with Women	Women's issues in India. Causes of the women's issues in India. Intervention strategies of working with Women in India. Laws related to women.	(Ed.) Vij Madhu (2014), Women's studies in India, Rawat Publication, Jaipur. Varma Sudhir (2010), Gender, HIV and Social Work. Rawat Publication, Jaipur. Vergheese Jaimon (2012), Women empowerment through literacy campaign - Role of Social Work. Concept Publishing Company Pvt. Ltd., New Delhi
Preparing for the Seminar	Selection the topic; Review of literature; Framing the objectives; writing the paper; review and preparation of final draft	
Seminar and Viva-Voce		

Module I – **Social Work in Health settings**

Module II – **Social Work with Elderly**

Module III– **Social Work with Youth**

Module IV– **Social Work with Child Rights and Child Protection**

Module V– **Social Work with Disability**

Module V - **Preparing for the Seminar**

Module V- **Seminar and Viva-Voce**

Objectives:

1. Provide exposure to students to varied NGOS and the role of Social work Professionals.
2. Develop ability to grasp the various facets of Developmental and Social problems in urban slums and rural areas
3. Develop skills in programme planning and referral.
4. Develop Administrative Skills for effective service delivery.
5. Sensitize students to the issues of Environmental, gender, communal and Human Rights issues.
6. Appreciate one's own role in the team.
7. Develop critical understanding of the Govt., Schemes and Programmes in urban and rural areas

Criteria for Field work**I. Analytical Ability
marks****20**

Students understand the agency –its philosophy, objectives, administrative structures and services offered.

The student acquires knowledge of the client system, describe their socioeconomic background and the issues serviced by the agency.

The student is able to conduct home-visits and simple surveys to understand the situation.

The student understands the linkages between the services and needs of the client system and submits a report.

II. Problem Solving Skills**20 marks**

Understands and utilizes various tools like home-visits, interviews, surveys.

Begins to utilize appropriate methods of problem solving; Works with simple problems and referral services, Participates in community meetings.

Identifies and helps in the mobilization of community resources in relation to the problem situation.

Establishes working relationship with various systems.

Utilizes various relevant programme media in relation to target group.

Participates in planning, organizing, coordinating, implementing and evaluating programme agency meeting maintains reports.

III. Professional Development:

20 marks

Students shows responsibility in relation to one's role in the agency i.e. regularity, punctuality and commitment to task undertaken.

Students show ability to function as a team member.

Students show awareness of self.

IV. Use of field instructions:

10 marks

Regularity in attending individual conferences.

Active participation in the conferences with questions and reflections.

Efforts put in carrying out suggestions given by the instructor.

Gradual progress shown in handling tasks independently.

V. Viva –Voce Exams

30 marks

The students will maintain a daily dairy and a process report of activities conducted in the field. They will also prepare a project report at the end of the field work which they will submit for assessment and viva-voce examinations on the above areas.

Programme Outline

Sr. No.	Paper	Marks
1-	Paper I – Introduction to Social Work - I (35 Hours= 3 Credits)	100 (Internal: 40, External 60)
1.	Paper II - Introduction to Social Work - II (35 Hours= 3 Credits)	100 (Internal: 40, External 60)

2.	Paper III – Understanding of Society <i>(30 Hours= 3 Credits)</i>	100 (Internal: 40, External 60)
3.	Paper IV - Understanding Political and Economic Systems <i>(34 Hours= 3 Credits)</i>	100 (Internal: 40, External 60)
4.	Paper V - Seminar on Field of Social Work Practice <i>(34 Hours= 3 Credits)</i>	100 (Internal: 40, External 60)
5.	Paper VI - <i>Field Practicum</i> <i>(100 Hours= 5 Credits)</i>	100 (Internal: 40, External 60)
Total Marks		600
Total Credits		20
Minimum Passing		40% in each paper all together (Internal and External)

Marks	Grade Points	Grade	Performance
80 & Above	10	O	Outstanding
70 – 79.99	9	A+	Excellent
60 – 69.99	8	A	Very Good
55 – 59.99	7	B+	Good
50 – 54.99	6	B	Above Average
45 – 49.99	5	C	Average
40 – 44.99	4	D	Pass
Less than 40	0	F	Fail