

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI - 600 086

DEPARTMENT OF SOCIAL WORK

SYLLABUS

(Effective from the academic year 2019-2020)

MANAGEMENT OF DEVELOPMENT ORGANISATIONS

CODE:19SW/PC/MO24

CREDITS:4

L T P:4 0 0

TOTAL TEACHING HOURS:52

OBJECTIVES OF THE COURSE

- To understand procedures and policies in establishing and maintaining development organisations
- To understand the administrative structure of the development organisations
- To acquire skills to participate positively in the management of resources, physical, financial and human and management of programmes as part of the team.
- To understand the role of development organisations in the development field.
- To develop skills to formulate and prepare projects.

COURSE LEARNING OUTCOMES

On successful completion of the course, the students will be able to

- Apply procedures and policies in establishing and maintaining development organisations
- Apply skills to manage administrative structures of the development organisations
- Demonstrate aptitude and skills to participate positively in the management of resources, physical, financial and human and management of programmes as part of the team.
- Exhibit skills to prepare project proposals and apply tools for management of development organisations

Unit 1 (11 Hours)

Introduction to Management

- 1.1 Management: Meaning, Definition, Nature of management,
- 1.2 Management: Basic Concepts and Principles; Goals of Management; Approaches to Management – Behavioral Approach, Human Relation Approach of Social Work Principles in Management of Welfare Organization
- 1.3 Management as a profession, Historical perspectives, Henry Fayol, Principles of Scientific Management, F. W. Taylor, Management Vs. Administration,
- 1.4 Approach to Management: Human Resource approach, System approach.

Unit 2 (11 Hours)

Management Functions

- 2.1 Management Functions: Concept and Principles of Management Planning, Policy Making, Goal Setting, Organization, Staffing, Coordination, Communication, Supervision and Control, Public Relations and Publicity; Reporting and Evaluation.

- 2.2 Planning: Meaning Definition, Features of Planning, Planning process, Types of planning, Strategic planning and Management
- 2.3 Managerial Role, Functions and skills: Managerial Role, levels of management, functions, managerial skills of an effective manager
- 2.4 Conflict Management: Meaning, types of Conflict, impact of Conflict on organizationa performance, Conflict management and strategies

Unit 3 (11 Hours)

Management of Organisation

- 3.1 Organization of NGOs: Board, Trustee Committees, Executives and their roles and functions Laws related to NGO
- 3.2 Society Registration Act 1976s, Trust Act Of 1912, Cooperative Societies Act 1912 FCRA, FERA and related issues.
- 3.3 Organisational Management; Mission and Vision; Governance, Delegation, decentralization, coordination, collaboration, authority, responsibility accountability; Organisational design of Partnerships between private and public spaces, collaborations

Unit 4 (11 Hours)

Policies and Programmes

- 4.1 Projects and Programmes: Ministry of Social Welfare Board, State Social Advisory Board, Social Defence and SC/ST Department.
- 4.2 Donor Agencies: National and International agencies Action Aid, CARITAS and World Vision
- 4.3 Concepts of CSR, its principles, CSR through NPOs
- 4.4 Planning of Project Proposals – Types, Steps, Format, Fund Raising and Evaluation of Projects; Project Management.

Unit 5 (8 Hours)

Tools for Management and Organisation

- 5.1 Organizational Development.
- 5.2 Tools for Management and Planning: PERT, CPM, Social Audit

BOOKS FOR STUDY

Jayasankar. J, *Principles of Management*, Margham Publications, Chennai, 2013

BOOKS FOR REFERENCE

Prasad L.M., *Organisational Behaviour*, 4th edition, New Delhi, Sultan Chand and Sons Publisher, 2004

Anand Sirohi, *Encyclopedia of Social Welfare Modern Perspective on Social Welfare*, Domain Publishes and Distribution Publication, New Delhi,2003

PATTERN OF ASSESSMENT

Continuous Assessment Test:

Total Marks: 50

Duration: 90 minutes

Section – A 5 x 2 = 10 marks

(All questions to be answered in 50 words each)

Section – B 2 x 10 = 20 marks

(2 out of 3 questions to be answered in 600 words each)

Section – C 1 x 20 = 20 marks

(1 out of 2 questions to be answered in 1200 words

each)

One Compulsory Continuous Assessment Test will be conducted.

Other Components

Total Marks: 50

Two components will be conducted for 50 marks (25 marks each) – of which 1 field based Assignment will be given which is compulsory

The second component will be a Seminar Presentation/ case study/ group presentation etc.

End-Semester Examination:

Total marks: 50

Duration: 3 hours

Section – A 10 x 2=20 marks

(All questions to be answered in 50 words each)

Section – B 4 x 10 = 40 marks

(4 out of 6 questions to be answered in 600 words each)

Section – C 2 x 20 = 40 marks

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STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI - 600 086

DEPARTMENT OF SOCIAL WORK

SYLLABUS

(Effective from the academic year 2019-2020)

COMMUNITY ORGANISATION AND SOCIAL ACTION

CODE:19SW/PC/CO24

CREDITS:4

L T P:4 0 0

TOTAL TEACHING HOURS: 52

OBJECTIVES OF THE COURSE

- To impart knowledge in terms of concept and principles of Community Organisation (CO) and Social Action
- To understand Community Organisation and Social Action as a method of Social Work
- To learn the strategies and tactics employed in Community Organisation and Social Action
- To understand the application of various models of Community Organisation and Social Action

COURSE LEARNING OUTCOMES

On successful completion of the course, students will be able to

- Apply various approaches in community work along with the different steps to assess the community needs and to link them with the resources.
- Adapt strategies to solve social problems
- Bring changes in the social structure without violence and coercion.
- Modify the malfunctioning of the social and economic institutions

Unit 1

(10 Hours)

Introduction to Community Organisation

- 1.1 History of Community Organisation
- 1.2 The Charity Organisation and Federation, Expansion and Professional Development
- 1.3 Community Organisation in UK and Community Organisation in India
- 1.4 Concepts and Definitions, Rationale, Philosophy, Principles and Goals of Community Organisation
- 1.5 Community Organization as a Problem Solving Method

Unit 2

(11 Hours)

Approaches and Models of Community Organisation

- 2.1 Relevance of Community Organisation for Community Development
- 2.2 Distinction between Community Organisation and Community Development
- 2.3 Approaches to Community Organisation by Murry Ross(1955)
- 2.4 Other Approaches to Community Organisation: Neighborhood Organizing, Social Work Approach, Political Activists Approach, Community Development

Approach

2.5 Models of Community Organisation by Jack Rothman: Locality Development, Social Planning and Social Action

Unit 3 (11 Hours)

Strategies and Process of Community Organisation and Skills of Community Social Worker

- 3:1 Strategies: Unionization Strategies, Information Collection and Community Meetings, Social Movements, Capability Building, Collaboration and Coordination, Networking, Protests and Demonstrations
- 3.2 Tools for Community Organisation: Participatory Rural Appraisal (PRA): Trends & timeline, Social mapping, Resource mapping, Seasonality study, Wealth ranking, Chappathi (Venn diagram)
- 3:3 Processes: Analysis, Study, Assessment, Discussions, Organization, Action, Evaluation, Modification, Continuation
- 3.4 Skills of Community Social Worker (CSW) - Communication, Training, Consultation, Organizing, Enabling, Facilitating, Public Relations, Mobilizing, Participatory Skills, Liaisoning

Unit 4 (11 Hours)

Social Action as a Method of Social Work

- 4.1 Concept and Definition, Objectives and Process of Social Action
- 4.2 Principles and Approaches to Social action
- 4.3 Social Action as a Method of Social Work
- 4.4 Types of Social Action; Elitist & Popular
- 4.5 Models of Social Action: Conscientization Model by Paulo Freire, Rural Reconstruction Model by Gandhi, Civil Rights Model by Martin Luther King, Radical Model by Saul Alinsky

Unit 5 (9 Hours)

Strategies of Social Action- Case Studies

- 5.1 Social Action in Relation to Case Work, Group Work, Community Organisation
- 5.2 Social Action in Relation to Social Welfare Administration, Social Work Research,
- 5.3 Social Action in Relation to Social Structure, Social Disagreement, Social Change
- 5.4 Social Action in Relation to Ideology and Consciousness, Community Development and Social Movements

BOOKS FOR STUDY

<http://www.bahaistudies.net/neurelitism/library/community-organization.pdf>

Christopher A.J. Thomas William .A, *Community Organisation and Social Action*, Himalaya Publishing House, 2009

BOOKS FOR REFERENCE

Alan Twelvetrees, *Community Development Social Action And Social Planning* Palgrave Macmillan, 2017

Cox. M. Fred and Erlich L. John, *Strategies of Community Organisation*, F.E. Peacock Publishers, Inc. Illinois, 1987

Lakshmi pathi Raju, *Community Organization And Social Action*, Regal

Murray G. Ross, *Community Organisation*, Harper and Row Publishers, New York. 1955 Publication, 2012

Zander Alvin, Effective Social Action by Community Group, Jossey-bass, 1991

WEB RESOURCES

<http://Community Organisation: Concepts and Principles - IGNOU>

PATTERN OF ASSESSMENT

Continuous Assessment Test: **Total Marks: 50** **Duration: 90 minutes**

Section – A 5 x 2 = 10 marks (All questions to be answered in 50 words each)

Section – B 2 x 10 = 20 marks (2 out of 3 questions to be answered in 600 words each)

Section – C 1 x 20 = 20 marks (1 out of 2 questions to be answered in 1200 words each)

One Compulsory Continuous Assessment Test will be conducted

Two components will be conducted for 50 marks (25 marks each) – of which 1 field based Assignment will be given which is compulsory

The second component will be a Seminar Presentation/ case study/ group presentation etc.

End-Semester Examination: **Total Marks: 100** **Duration: 3 hours**

Section – A 10 x 2=20 marks (All questions to be answered in 50 words each)

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STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

MASTER OF SOCIAL WORK

SYLLABUS

(Effective from the academic year 2019-2020)

FIELD WORK II

CODE:19SW/PC/FW24

CREDITS:4

OBJECTIVES OF THE COURSE

- To enable the student to understand the social realities and factors influencing community life.
- To understand the application of methods of Social Work – Social Case Work, Social Group Work, Community Organisation and Social Action
- To analyse the needs and problems of individuals, groups and communities
- To apply skills of Social Case Work, Social Group Work, Community Organisation and Social Action and utilise the appropriate method to address the needs
- To consciously practice Social Work values, beliefs and principles in working with agency, community and related agencies
- To identify and mobilise resources to fulfil needs of individuals, groups and communities
- To mobilise the community to participate in the programmes of the agency
- To learn and apply the skills of planning, implementing and evaluating one's work
- To understand the importance of recording and practice the different types of recording
- To become aware of personal resources and potential to develop the professional self

COURSE LEARNING OUTCOMES

On successful completion of the course, students will be able to

- Demonstrate ability to analyse the social situations of individuals, groups and communities
- Understand the role of organisations
- Practice the principles of Social Work
- Identify and apply the different methods of Social Work appropriately
- Identify and facilitate solutions of individual, group and community problems through the application of Social Work knowledge, attitudes, practice and skills

- Demonstrate skills in planning, identifying and mobilising resources to organise programmes and meet needs of different groups
- Identify and utilise one's potential for personal and professional growth
- Demonstrate the skills in recording and evaluating work

Duration – 30 days - 2 days per week, 15 hours per week — 750 hours per semester

CONCURRENT FIELD WORK

- Apply the Methods of Social Case Work, Social Group Work, Community Organisation and Social Action in the field
- Identify and complete five case work in the community.
- Identify, form, mobilize and/or strengthen existing groups in the community and organise an appropriate programme in keeping with group needs
- Organise a community programme/campaign/ awareness drive etc. using community organisation principles and programme planning skills.

PATTERN OF ASSESSMENT

Continuous Assessment Test: Total Marks - 50

Regular submission of weekly reports and weekly conference with Faculty supervisor and Field Supervisor to plan and fulfil requirements of concurrent field work.

At the end of semester, individual oral presentation in the classroom of work completed in the field

Submission of completed records of work and a consolidated report to be submitted

Oral and a written evaluation of the student to be submitted both by Faculty and Field Supervisor

End-Semester Examination: Total Marks - 50

Viva Voce examination by two external examiners

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DEPARTMENT OF SOCIAL WORK

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CODE:19SW/PC/MO24

CREDITS:4

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TOTAL TEACHING HOURS:52

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- To acquire skills to participate positively in the management of resources, physical, financial and human and management of programmes as part of the team.
- To understand the role of development organisations in the development field.
- To develop skills to formulate and prepare projects.

COURSE LEARNING OUTCOMES

On successful completion of the course, the students will be able to

- Apply procedures and policies in establishing and maintaining development organisations
- Apply skills to manage administrative structures of the development organisations
- Demonstrate aptitude and skills to participate positively in the management of resources, physical, financial and human and management of programmes as part of the team.
- Exhibit skills to prepare project proposals and apply tools for management of development organisations

Unit 1 (11 Hours)

Introduction to Management

- 1.5 Management: Meaning, Definition, Nature of management,
- 1.6 Management: Basic Concepts and Principles; Goals of Management; Approaches to Management – Behavioral Approach, Human Relation Approach of Social Work Principles in Management of Welfare Organization
- 1.7 Management as a profession, Historical perspectives, Henry Fayol, Principles of Scientific Management, F. W. Taylor, Management Vs. Administration,
- 1.8 Approach to Management: Human Resource approach, System approach.

Unit 2 (11 Hours)

Management Functions

- 2.1 Management Functions: Concept and Principles of Management Planning, Policy Making, Goal Setting, Organization, Staffing, Coordination, Communication, Supervision and Control, Public Relations and Publicity; Reporting and Evaluation.

- 2.2 Planning: Meaning Definition, Features of Planning, Planning process, Types of planning, Strategic planning and Management
- 2.3 Managerial Role, Functions and skills: Managerial Role, levels of management, functions, managerial skills of an effective manager
- 2.4 Conflict Management: Meaning, types of Conflict, impact of Conflict on organizationa performance, Conflict management and strategies

Unit 3 (11 Hours)

Management of Organisation

- 3.1 Organization of NGOs: Board, Trustee Committees, Executives and their roles and functions Laws related to NGO
- 3.2 Society Registration Act 1976s, Trust Act Of 1912, Cooperative Societies Act 1912 FCRA, FERA and related issues.
- 3.3 Organisational Management; Mission and Vision; Governance, Delegation, decentralization, coordination, collaboration, authority, responsibility accountability; Organisational design of Partnerships between private and public spaces, collaborations

Unit 4 (11 Hours)

Policies and Programmes

- 4.1 Projects and Programmes: Ministry of Social Welfare Board, State Social Advisory Board, Social Defence and SC/ST Department.
- 4.2 Donor Agencies: National and International agencies Action Aid, CARITAS and World Vision
- 4.3 Concepts of CSR, its principles, CSR through NPOs
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Unit 5 (8 Hours)

Tools for Management and Organisation

- 5.1 Organizational Development.
- 5.2 Tools for Management and Planning: PERT, CPM, Social Audit

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Total Marks: 50

Duration: 90 minutes

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(All questions to be answered in 50 words each)

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each)

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- 1.11 Management as a profession, Historical perspectives, Henry Fayol, Principles of Scientific Management, F. W. Taylor, Management Vs. Administration,
- 1.12 Approach to Management: Human Resource approach, System approach.

Unit 2 (11 Hours)

Management Functions

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Unit 5 (8 Hours)

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Other Components

Total Marks: 50

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(4 out of 6 questions to be answered in 600 words each)

Section – C 2 x 20 = 40 marks

(2 out of 4 questions to be answered in 1200 words

each– **Not Applicable**

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI - 600 086

MASTER OF SOCIAL WORK

SYLLABUS

(Effective from the academic year 2019–2020)

SOCIAL WORK RESEARCH AND STATISTICS

CODE:19SW/PC/SR24

CREDITS:4

L T P:4 0 0

TOTAL TEACHINGHOURS:52

OBJECTIVES OF THE COURSE

- To understand the nature, principles and methods of Social Work Research
- To develop the skills of independently conceptualizing a problem and executing a research study
- To understand the nature, tools and process of qualitative research
- To understand and learn the application of appropriate statistical techniques in Social Work Research

COURSE LEARNING OUTCOMES

On successful completion of this course, students will be able to

- Demonstrate understanding and mastery of the knowledge, values, skills relevant to research competencies
- Efficiently execute research studies independently
- Demonstrate knowledge and skills of application of qualitative research
- Appropriately apply statistical techniques in Social Work Research

Unit 1 (10 Hours)

Social Work Research – An Introduction

- 1.1 Basic Elements of Scientific Method
- 1.2 Social Work Research – Definition, Objectives, Scope and Limitations
- 1.3 Scientific Attitude, Ethics in Social Work Research
- 1.4 Quantitative and Qualitative Research
- 1.5 Planning a Research Project: Problem Formulation, Framing Objectives, Defining Concepts, Use of Theorization in Review of Literature, Variables: Definition and Function; Assumptions – Hypotheses, Types of Hypotheses

Unit 2 (12 Hours)

Design of Research

- 2.1 Definition and Functions
- 2.2 Types of Designs: Survey, Case Study, Exploratory, Descriptive, Explanatory, Experimental, Evaluative (single case evaluation) Census Study, Ex-Post Facto, Action and Participatory Designs

- 2.3 Applications and Limitations of Various Designs
- 2.4 Sampling Methods –Definition. Types of Sampling: Probability Sampling
- 2.5 Non-Probability Sampling – Purposive, Quota, Cluster, Snowball
Simple, Systematic, Stratified, Multi- Stage
- 2.6 Sampling Error

Unit 3 (10 Hours)

Methods and Tools of Collecting Data

- 3.1 Observation – Participant, Non-Participant, Process of Observation
- 3.2 Interview Schedule, Interview Guide
- 3.3 Questionnaire, Scaling Techniques and Types
- 3.4 Reliability and Validity of Tools
 - 3.4.1 Concept of Reliability, Factors Affecting Reliability of an Instrument, Methods of Determining Reliability of a Tool
 - 3.4.2 Concept of Validity, Types of Validity
- 3.5 Data Processing
 - 3.5.1 Manual and Computerised Data Presentation and Analysis
 - 3.5.2 Editing, Coding, Preparation of Master Sheet, Tabulation and Interpretation
 - 3.5.3 Report Writing, Research Abstracts

Unit 4 (8 Hours)

Overview of Qualitative Research

- 4.1 Nature of Qualitative Research, Assumptions, Characteristics
- 4.2 Tools of Data Collection – Key Informant, Focus Group Discussion, Participatory and Rapid Appraisal Techniques
- 4.3 Process of Qualitative Research; use of computerized software for analysis

Unit 5 (12 Hours)

Application of Statistics in Social Work

- 5.1 Statistics in Social Work: Normal Distribution, Characteristics of a Normal Curve
- 5.2 Levels of Measurement – Nominal, Ordinal, Interval and Ratio
- 5.3 Measures of Central Tendency – Mean, Median, Mode and their Uses
- 5.4 Measures of Dispersion – Range, Quartile Deviation, Mean Deviation, Standard Deviation
- 5.5 Use of Graphs in Presentation of Data
- 5.6 Tests of Significance: Need, Merits and application
 - 5.6.1 Hypothesis Testing, Type I and II Error
 - 5.6.2 Level of Confidence, Degrees of Freedom, Chi Square and t-Test

BOOKS FOR STUDY

Kumar, Ranjit. *Research Methodology*. New Delhi: Pearson Education, 2005
 Kothari, C. R. *Research Methodology: Methods & Techniques*. New Age International Pvt Ltd, 2009

BOOKS FOR REFERENCE

Alston, M. Bocoles, W. *Research for Social Workers: An Introduction to Methods*. Jaipur: Rawat Publications, 2003
Chawla, D. & Sodhi, N. *Research Methodology: Concepts and Cases*. New Delhi: Vikas Publishing House PVT Ltd, 2011
Goode, W.J., Hatt, P.K. *Methods in Social Research*. Singapore: McGraw Hill, 1981
Gupta, S. P. *Statistical Methods*. New Delhi: Sultan Chand and Sons, 2003
Laldas, D. K. *Practice of Social Research*. Jaipur: Rawat, 2000
Laldas, D.K. *Designs of Social Research*. Jaipur: Rawat, 2005
Rubin, Allen and Babbie, Earl. *Research Methods for Social Work*. New Delhi: Cengage Learning, 2011

JOURNALS

Social Work Research <https://academic.oup.com/swr>
Journal of Social Work <https://journals.sagepub.com/home/jsw>
Research on Social Work Practice <https://journals.sagepub.com/home/rsw>

WEB RESOURCES

<https://research-methodology.net/research-methodology/research-types/>
https://www.youtube.com/watch?v=bQ5_PPRPjG4

PATTERN OF ASSESSMENT

Continuous Assessment Test:	Total Marks: 50	Duration: 90 minutes
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