M.S.W. FINAL

PAPER-I SOCIAL WORK RESEARCH AND STATISTICS

Unit-I
1. **Nature of Scientific Method :** Application to social phenomenon; Nature Importance and Scope of Social Research.

2. **Social Work Research :** Nature, objectives, functions.

Unit-II
1. Types of Social Survey and Research.

2. Major Steps in Social Survey and Research.

3. Methods and Techniques of Data Collection.

Unit-III
1. Sampling : Types & Techniques.

2. Major Types of Research Design.

Unit-IV
1. mportance, scope and limitation of statistics.

2. Graphic and Diagramatic Presentation.

Unit-V
1. Study of Units of Analysis :

    (a) Ratios   (b) Percentage.

2. Measures of Central Tendency :

    (a) Mean   (b) Median (c) Mode

3. Measures of Dispersion :

    (a) Runge (b) Quartile Deviation (c) Mean Deviation (d) Standard Deviation

4. Correlation and their measures.

PAPER-II SOCIAL CASE WORK AND GROUP WORK

Unit-I
1. Social Cae Work as a method of profession Social Work : Need, Concept objectives and scope.

2. Components of Social Case Work : the client the problem, the agency the pocess and their relationship to one another.

Unit-II
1. Basic Concepts of Social Work : Social states and role, ego and adaptation.

2. Generic principles of social work as application to social case work.

Unit-III
1. The group : Definition types and characteristics, group dynamics and significance.

2. Social group work as a method of Social Work : Concept, objectives and Charactristics.

Unit-IV
1. Programme planning and development process in Social group work practice.

2. Leadership : Meaning types, Development of Leadership through group work process.

PAPER-III SOCIAL WORK ADMINISTRATION AND INFORMATION TECHNOLOGY

Unit-I   1. Establishment and registration of social welfare organizations and practices for administration under Societies Registration Trust Act; Charity and Endowment Act.

2. Management of human resources through boards, committee workshops and conference.

Unit-II   1. Project designing in Social Welfare Organizations : Meat principles and procedure of project formulation.

2. Utlisation of Financial resources : Grant in - Aid : Purp principles and procedure.

Unit-III   1. Public Relations : Need, concept, objectives and scope.

2. Research, planning and techniques of public relations, with special reference to relations with media.

Unit-IV   1. Administration as a group process : Leadership in Administration; Decetralisation of power.

2. Monitoring, evaluation and accountability : Presentation of reports.

Unit-V   **Information Technology and Computer Applications :**

1. Basic computer concepts : Computer process, Input and Output devices, Word and Data Processing.

2. Concepts of Data Base Management system (DBM) and Management Information System (MIS), systems analysis and design, project management.

PAPER-IV MANAGEMENT OF SOCIAL WELFARE AND DEVELOPMENT

Unit-I
1. Management : Concept, need, objectives, nature and scope.
2. Important of management in an organisation, elements of management.

Unit-II
1. The art and science of management : Theories & Principles of Management.
2. Human resource management and development : Concept, need, objectives, nature and scope.

Unit-III
1. Planning : Concept, objectives, techniques; Strategic and Operational models.
2. Decision making : Time and human relationships in decsion making, Programmed and non-programmed decisions, the national model of decision making.

Unit-IV
1. Organization, Concept, the building blocks of organization, Power and distribution of authority.
2. Leadership, motivation, teams and team work in an organisation.

Unit-V
1. Process of controlling in an organization : Need, Meaning and steps of control, Identification of key performance areas and strategic control points.
2. Application of principles and techniques of management sciencs in the field of social welfare and development in India.