**Ph.D. Entrance Test - SYLLABUS - 2019**

Social Work

**Part - 1**

**RESEARCH METHODOLOGY (50%)**

<table>
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<th>DESCRIPTION</th>
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<tr>
<td>Social research meaning, objectives, characteristics, purpose and qualities. Social work research: meaning, objectives, scope and importance, functions, characteristics. Difference between social work research and social research types of research: pure, applied, and action research. Basic concepts of theory, facts, variables, research Problem and hypotheses.</td>
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<td>Research design: meaning, importance and concepts; features of a good research Design. Types of research design: exploratory, formative, descriptive, diagnostic, experimental, quasi-experimental, evaluative, multi design, participatory research. And single subject research. Scaling techniques: likert, Guttman, Thurstone and Sociometry.</td>
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<td>Social survey: concept, scope, advantages and disadvantages of social survey, social survey and social research. Sampling: concepts and sample frame, probability and no probability</td>
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Sampling techniques - sampling process and sample size, characteristics of a
Good sampling design. Methods of data collection - observation - participant observation,
Interview method and case study. Tools of data collection, schedule, mailed
Questionnaire, interview guide.

| Data analysis: checking, editing, coding, classification and tabulation |
| Data entry on computers - use of spreadsheets, data bases and spss: measures of central tendency and dispersion; correlation and regression, tests of significance, chi-square Test, t-test and analysis of variance (anova); contentanalysis. |

Report writing: purpose: structure and writing, style of a research report, utilization and presentation of diagrams, graphs and tables, bibliography and appendices in Research report.
Part - 2
Core Subject (50%)

Subject: Social Work

Contents:

Unit II - Society, Human Behavior and Communities.
Unit III - Social Work with Individuals and Groups.
Unit IV - Social Work with Communities and Social Action.
Unit V - Research in Social Work: Quantitative and Qualitative Approaches.
Unit VI - Administration, Welfare and Development Services.
Unit VII - Social Policy, Planning and Social Development.
Unit IX - Areas of Social Work Practice I.
Unit X - Areas of Social Work Practice II.
Unit I

Nature and Development of Social Work


Unit II

Society, Human Behavior and Communities

- Social System and Stratification: Major Social Systems (Family and Religion), Social Stratification: Marxist, Functionalist and Weberian approach.
- Theories of Personality: Psycho Analytic Theory of Personality, Behavioral theories and Humanistic theories.
• **Type of Communities:** Rural, Urban, Tribal and Virtual Communities and various Vulnerable Groups/sections viz. Women, Child, Aged, Dalits etc; Caste and Class – Their Characteristics.

### Unit III

**Social Work with Individuals and Groups**

- **Basic Social Case Work Concepts:** Social Roles, Social Functioning, Need Assessment, Adaptation, Social environment, Person-in-Environment Fit, Principles and Components.
- **Approaches to Social Case Work Practice:** Diagnostic and Functional Approach, Problem Solving, Task Centered and Radical Approach.
- **Social Group Work:** Definition, Characteristics, Functions and Group Structure, Classification of Groups and making of Social Groups, Issues of Identity, Diversity and Marginalization.
- **Social Group Work Process and Group Dynamics:** Principles, Determinants, Indicators and Outcomes, Decision making and Problem Solving Process, Theories of Leadership, Roles and Responsibilities of Group Leaders.
- **Group Development:** Stages of Group Work, Techniques and Skills in Group Work, Group Climate, Communication in Groups, Use of Programme Media and Group Work Recording, Monitoring and Evaluation.
- **Practice Sites of Social Case Work and Social Group Work:** Client Groups and various settings (Children, Correctional, Health, Women, Persons with Disabilities, Older Persons, Oppressed Groups, Religious Minorities, Persons who are Gay & Lesbian and other Socially and Economically Disadvantaged Groups)
Unit IV

Social Work with Communities and Social Action

- Community Organization – Concept, Definition, Scope and Historical Perspective in India, UK, and USA, The Role of Community-Based Organizations, Human Capital & Social Capital.
- Process of Community Organization: Steps in Community Organization, Methods, Principles, Skills, Assumptions, Record Maintenance, Involving NGOs in Community Organization.
- Approaches in Community Organization Practice – Models, Strategies, The role of Community-Based Organizations, Leadership Development and Leaders, Building Partnerships and coalitions.
- Social Action and Social Movements: Concept, History, Social Action as a Method of Social Work.
- Models of Social Action: Conscientisation model of Paulo Freire, Role of ideology, Saul Alinsky as a radical community organizer, Liberation Theology.
- Social Movements: Origin, Nature, Types of Movements, Theories of Movement and new Social Movements
- Social Movements, Social Action and Social Change: Movement Analysis: Ideology, Structure, Leadership, Process and Outcomes, Analysis of ideology and approach of (Gandhi, Martin Luther King Jr. and Frantz Fanon)

Unit V

Research in Social Work: Quantitative and Qualitative Approaches

Section A: Quantitative Research

- Steps in Social Science Research: Identifications and Formulations of Research Problem, Literature Review, Objectives and Hypothesis Formulation, Research Design, Sample Design, Sources, Methods and Tools of Data Collection, Processing and Analysis of Data and Writing Research Reports including Presentations and Styles of References, Citing and Paraphrasing.
• **Basic Statistical concepts**: Process of statistical Enquiry and dealing with Descriptive and Inferential Statistical Methods, Parametric and Non-parametric Tests.

**Section B: Qualitative Research**

• **Qualitative Research**: Meaning, Basic tenets of Qualitative Research, Difference between Quantitative and Qualitative Approach to Research in social Work.

• **Designing Qualitative Research**: Steps, Methods of Qualitative Research (Field study, Case Study, Focus Group Discussions, Narratives, Observation and Theoretic Research)

• **Managing Qualitative Data**: Procedures and Techniques of Analyzing Qualitative Data and Report Writing.

**Section C:**

• **Mixed Method Research**: Components of Mixed Methods, Procedures of Combing Quantitative and Qualitative research.

**Unit VI**

*Administration, Welfare and Development Services*

• **Social Welfare Administration**: Meaning, History, Principles, Nature and Type of Organizations.

• **Types of Administration**: Distinction between Social Welfare Administration, Public administration and Social Security administrations.

• **Registration of Welfare Agencies**: Laws relating to Societies, Trust and Non-Profit organizations, Challenges

• **Structure of Social Welfare Administration**: Service Providers, Administrative structures (Government and Non-Government), Organization and Management of Institutional Welfare Services.

• **Components of Administration**: Planning, Coordination, Staff Recruitment, Training and Development, Recording and Documentation, Budgeting, Monitoring and Evaluation, Networking and Maintaining Public Relations.
• Strategies and Mechanisms of Administration: Role of Social Workers in Decision Making Process, Communication, Role Description and Functioning, Sustainability of Programmes.


Unit VII

Social Policy, Planning and Social Development

• Social Policy: Concept, Goals, Scope, Context and Models of Social Policy and applicability in Indian context.

• Historical Development: Evolution and Historical perspective of various Policies, Implementation of Social Policies especially for Marginalized and Vulnerable sections of the society.


• Five Year Plans: Changes in Social Planning with Five Years Plans in India, Social Planning and Social Change, Factors leading to development of planning in India. Roles and functions of Niti Aayog.

• Social Development: Positive and Negative Dimensions of Social Development; Concept, Models and Theories, Historical and Social Context of Development in India.

• Sustainable Development: Concept, Strategies, Critical issues, Salient Features of Social Development. Approaches to Social Development; Similarities and Differences. Strategic Development Goals, Human Development Index and Indicators for Policies and Programmes.
Unit VIII

Indian Constitution, Social Justice, Human Rights and Social Work Practice

- **Indian Constitution**: Characteristics, Features, Preamble, Directive Principles of State Policy and Articles.
- **Social Justice**: Concept, Definition, Historical Development, Dimensions, Manifestations and Social Justice as a Core value of Social Work Profession.
- **Instrument of Social Justice**: Constitutional Base and Indian Legal System, Legal and Public Advocacy, Role of Civil Society as a Pressure group, Statutory bodies.

Unit IX

Areas of Social Work Practice I


• Mental Health and Disease: Normal and abnormal behaviour, Epidemiology, Etiology, Types, Clinical Manifestation and Management of Schizophrenia, Mood Disorders, Neurotic Disorders, stress related Disorders, Somatoform Disorders, Child and Adolescent Mental Health Problems, Legislations related to Mental Health.

• Theories of Aging and Vulnerability: Psychological and Sociological Theories of Aging, Psychological, Social, Physical needs and problems of Older Persons. Rights of Older Persons against Neglect, Abuse, Violence and Abandonment and Social Work Interventions.

• Persons with Disabilities: Models of Disability, Disability Movement – Historical Perspective, National and International Milestones from Welfare to Right based Approach, Legislative Measures and Social Work Interventions.


• Personnel Management and Industrial Relations: Concept, Definition, Objectives, Scope., Functions, Determinants and Reflectors of Industrial Relations, Models of Industrial Relations, Globalization and Industry, International Labour Organization (ILO) Role, Functions; Collective Bargaining, Job Analysis, Manpower Planning, Organization Behaviour and Organization Development Interventions.
Unit – X

Areas of Social Work Practice II

(Social Defence and Correctional Services, Social Work with Familiaes and Children, Environment and Social Work, Social Work and Disaster Management)

- **Social Defence**: Concept, Philosophy and Changing Dimensions, Children in Need of Care and Protection, Juveniles in Conflict with law, Street and Working Children and Young Offenders, Probation and Parole. Emerging issues in Social Defence.


- **Social Work with Families**: Functions, Developmental Stages and Family patterns, Family Dynamics and Theoretical Models of Family Functioning (Circumflex model, Mc Master Model and Structural Model) and Social Work Interventions.

- **Child Development**: Concept, Philosophy and Historical context, State of Children in India - Demographic Profile, Education, and Protection


interventions in the management, protection and promotion of the environment.

- **Social Work and Disaster Management**: Disaster related concept and Definitions: Hazard; Risk, Vulnerability and Disaster, different forms of natural & manmade disasters. Impact of Disaster and Disaster Management Initiatives, Pre and Post Disaster Interventions.