

PAPER - I

Social Research : Issues, Methods and Process

1. Introduction to Research:
Meaning of Research, Pure and applied research. Meaning and scope of Social Research and Social Work Research. An overview of the research process. Problem formulation; importance of basic research question. Stakeholders of research. Ethical considerations in research.
2. Introduction to Philosophy of Methodology:
The two divisions – logic and epistemology. Assumptions of science; the nature of scientific inquiry. Methodological problems of the social sciences; Contrasting ontological assumptions and epistemological prerequisites of quantitative and qualitative methodologies. Philosophy of participatory research. Methodological fundamentalism Vs. Methodological Eclecticism. Triangulation.
3. Concepts, Hypotheses and Theory:
Concepts, constructs, variables. Need for appropriate operational definitions. Meaning and role of hypotheses; strong and weak hypotheses; the logic and steps in hypothesis testing. Theory : Meaning, construction (deductive and inductive approaches). Understanding / interpreting relationships between variables.
4. Research Design and the Measurement of Social Phenomena:
Meaning, components and importance of research design. Understanding the various types of research designs and strategies. Levels of measurement. Need for scales. Thurston, Likert and Guttman type scaling procedures, Issues of reliability and validity.
5. Data Collection & Processing (A):
Sources of data – primary and secondary. Methods and tools of data collection: interview, questionnaire, observation and their types and strengths and limitations. Audio-visual aids in data collection, Pre-testing. Pilot study.
6. Data Collection & Processing (B):
Basics of Data Processing. Sociometry. Content Analysis. Monitoring. Evaluation Research. Action Research. Participatory and Rapid Assessment Procedures for data collection.
7. Statistics and Statistical Analysis : (A):
Meaning, scope and limitations of Statistics. Descriptive statistical analysis: tabulation and diagrammatic and graphical presentation of data; Measures of central tendency; Measures of dispersion.

8. Statistics and Statistical Analysis: (B):

Theory of Probability and Probability Distributions: Basic concepts; addition and multiplication theorems; The Central Limit Theorem and the meaning, importance and characteristics of the Normal Distribution.

Sampling: Meaning and rationale. Random (probability) and non-random (non-probability) sampling methods. Considerations for the determination of sample size. Sampling distribution and standard error.

9. Statistics and Statistical Analysis : (C) :

Correlation coefficient (Pearson's 'r' and Spearman's rho): Phi-Co-efficient, 'Lambda', Yule's 'Q', 'Gamma', Contingency Co-efficient. Chi-square test; z - test; t-test; Analysis of Variance (ANOVA),

10. Academic Writing Skills & Computer Applications in Research.

Writing a research proposal; research report writing; structure, logical flow of ideas, clarity and consistency, nuances of language use; use of American Psychological Association style for referencing and preparation of bibliography; research report vis-a-vis the audience – scholars; sponsors, government, laypersons etc. writing a critique of a research based report, article or monograph. Writing a review of literature. Understanding the various ways in which computers can be useful to researchers.

Some Suggested Readings:

- Alston, M. and Bowles, W. (2003) Research for Social Workers: An introduction to methods. London : Routledge.
- Bailey, Kenneth D. (1987) Methods of Social Research New York; The Free Press.
- Becker, S. and Bryman, A. (eds.) (2004) Understanding Research for Social Policy and Practice, Bristol: Policy Press.
- Blalock, H.M. (1972) Social Statistics New York: Mc Graw Hill
- Brewer, J.D. and Hunter, Albert (2005) Foundations of Multimethod Research . Sage
- Bryman A. (2004) Social Research Methods, 2nd edition. Oxford : Oxford University Press.
- Coolidge, F. L. (2000) Statistics : Gentle Introduction, New Delhi : Sage
- Crabtree, B. F. and Miller, W. L. (Eds.) (2000) Doing Qualitative Research New Delhi : Sage
- Denzin, N. K. and Lincoln, Y. S. (Eds.) (2000) Handbook of Qualitative Research, New Delhi : Sage.
- Girden, E. R. (1996) Evaluating research articles from start to finish. Thousand Oaks, CA; Sage.
- Giri, Ananta Kumar (Ed.) (2005) Creative Social Research : Rethinking Theories and Methods. Sage.

- Hult, C. A. (1996) *Researching and writing in the social sciences*. Boston : Allyn and Bacon.
- Kurpius, S.E.R. and Stafford, M. E. (2006) *Testing and Measurement: A User-friendly Guide* Sage.
- Lal Das, D. K. (2005) *Designs of Social Research*: Rawat Publications.
- Manheim, H.L. (1977) *Sociological Research: Philosophy and Methods* Illinois Dorsey Press.
- May, T. (1993), *Social research; issues, methods and process* Buckingham; Philadelphia: Open University Press.
- Morris, T. (2005) *Social Work Research Methods : Four alternative paradigms*, London: Sage
- Moser, C. A. and Kalton, G. (1977) *Survey Methods in Social Investigation* London Heinemann Educational Books.
- Mukherji, Partha N. (Ed.) (2000) *Methodology in Social Research : dilemmas and perspectives* New Delhi : Sage.
- Nagel, Ernest (1984) *The Structure of Science: problems in the logic of scientific explanation* Delhi, Macmillan
- Neuman, W. L. (1997) *Social research methods: qualitative quantitative and approaches* (3rd ed.) Boston: Allyn and Bacon.
- Pilcher, D. M. (1990) *Data analysis for the helping professions: a practical guide* : Nebury Park, CA Sage.
- Ramchandran, P. (1990) *Issues in Social Work research in India*, Bombay: Institute for Community Organization Research.
- Reinchman, W. J. (1981) *Use and Abuse of Statistics*, Penguin.
- Reid, W. J. & Smith, A. D. (1989) *Research in Social Wok* (2rd ed.) New York: Columbia University Press.
- Rubin Allen and Babbie, Eart (2005) *Research Methods for Social Work*, California: Thomson/Brooks/Cole.
- Seale, C. (2004) *Researching Society and Culture*, London : Sage/
- Shah, (1977) *Reporting Research* Ahmedabad: Rachna Prakashan
- Silverman, D. (1993), *Interpreting qualitative data; methods for analyzing talk, text, and interaction*, London: Thousand Oak.
- Society for Participatory Research in Asia (1995) *Participatory Research: An introduction* P. R. Network Series No. 3 New Delhi: PRIA.
- Stewart, Alex (1998) *The Ethnographer's Method* New Delhi : Sage.
- Willams, M. & May, T. (1996) *Introduction to the philosophy of social research*. London Univesity College London Press.

- Yanow, D. (1999) Conducting Interpretive Policy Analysis, New Delhi:
- Yin R. K. (1994) Case study research design and methods (2nd ed.) New Delhi:Sage.
- Wilkinson, T. S. & Bhandarkar, P. L. Methodology and Techniques of Social Research, Nagpur: Himalaya Publishing House.
- Walizer, M.H. and Wienir P.L (1978) Research Methods and Analysis:
- Searching for Relationships. New York: Harper and Row Research: an Introduction Boston : Allyan & Bacon
- Padgett, Deborah K. (1998) Qualitative Methods in Social Work Research: Challenges and Rewards New Delhi : Sage.

Paper-II

Professional Competency in Social Work

- Unit – 1 : Counselling –
Counselling process; counseling situation and goals; Major theories of counselling; Person-centred counseling, psychoanalytic counseling, Gestalt counseling Behaviour counseling.
- Unit – 2 : Thesis and Assignment Writing –
Types of assignments; Nature of assignments; Types of report writing; styles of referencing; Importance of references; Appendix and bibliography; Location of sources of information; Use of library; Review of earlier literature; Importance of language skills; Providing title, sub-title, paragraph etc. Important steps in assignment and report writing; Importance to social workers.
- Unit – 3 : Administrative and Managerial skills –
Meaning of administration; Process of administration, components of administration – staffing, organizing, supervision, budgeting, Auditing, Accounting, Public Relations, Managerial and Operative functions, Important Principles of Management; Qualities of a good administrator / manager, Importance of administrative skills to social workers.
- Unit – 4 : Resource Mobilization –
Meaning and types of resources, Meaning of resource mobilization; Ways and means of resource mobilization, Major national and international funding agencies, Governmental funds and private funds/ donations; process of fund – raising, Precautions to be undertaken Rules and regulations with regard to fund raising, Income tax and other benefits and the procedure to be followed; Issues of transparency; Accountability, and Audit, Importance of resource mobilization skills for social workers.

- Unit - 5 : Teaching and Evaluation -
Nature and purpose of evaluation of current evaluation practice with respect to content coverage; Medium, and nature of questions, Evaluation variables in evaluation variability evaluation and field work, various teaching methods - Lecture methods, tutorial method, Text - book method, problem and project methods, field studies, case studies, Group-Discussion, Seminar, Supervised studies and assignments, symposium and workshop methods, library methods, use of audio-visual aids etc.
- Unit - 6 : Social Work and Social Action -
Concept and relevance, Functions, procedure, some methods, voluntary action in social development, New areas of social work practice, Illustrative case of social action.
- Unit - 7 : Support Services -
Nature and scope; The role of the service. The organization of the service, Assessment and intervention; Social and political influences on practice, Impact of legislation on practice, Issues and future development, Support services - Issues.
- Unit - 8 : Intervention Strategies and Skills -
Models of intervention, collective and individual orientation, counseling; Models and processes; Therapy : Family and Group therapy processes of therapy and the skills of therapist, skills and personal qualities of social workers in intervention, communicating effectively and efficiently in various contexts; persuading the policy makers, administrators and community leaders, Mobilizing people for social action, Group dynamics ; conflict, conflict management and resolution.,

Suggested Readings:

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| Fernando, S. F. (1999), | Fund 100 - Ways of Raising Funds, Twins Art Publications, Mumbai. |
| Fernando, S. F. (1998) | NGO-NET, Anurag Art Publications, Mumbai. |
| Bedekar, V. H. (1982) | How to write Assignments, Research Papers, Dissertations and Thesis, Kanak Publications, New Delhi |
| Phillips & Pugh (1993) | How to Get a Ph. D. - A Handbook for students and their supervisors, UBS Publications Ltd New Delhi. |
| Phillips E. M. (1987) | Learning to do Research, University of Broadford Management Centre, London. |
| Solity & Bickler (1994) | Support Services, Chassell, London |
| Belkin, G. S. (1998) | Introduction to counseling, W. G. Brown Publishers. |
| Windy, D. (1988) | Counseling in Action, New York Sage Publication. |
| Proctor, R. W. & Dutta, A (1995) | Skills Acquisition and Human Performance, Thousand Oaks : Sage. |

Paper – III

Perspectives on Social Work Education

- Unit – 1 : Social Work Education
- (1) Social Work Education : origin and spread of social work education in India Important developments and trends.
 - (2) Quality Standards in Social Work Education with reference to the second UGC Review Committee Report on Social work Education and the NAAC manual for self study for the assessment of social work educational institutions.
 - (3) Problems related to Quality Assurance in Social Work Education in India
 - (4) A look at some best practices in leading social work educational institutions in India and abroad.
- Unit – 2 : Teaching and Training Methods with special reference to Social Work Education Essentials of an effective teaching learning process – ability, motivation, values, skills, environment. An understanding of the major teaching and training methods and the strengths and limitations of each, e.g. Lecture, Group Discussion, Assignments, Case Studies, Library method, Projects, Visits, Seminar, symposium, Workshop, Role Play; Games, Brainstorming etc. Use of audio-visual and electronic aids. Team teaching. Use of multiple methods in teaching and value of educator-practitioner partnership.
- Unit – 3 : Practicum in Social Work Education
- The importance and objectives of Practicum in Social Work Education; its weightage in terms of marks and in terms of time spent by the students and the teachers, Concurrent Practice Learning – meaning, objectives, importance as the cornerstone of practicum learning opportunities; The phases in Concurrent Practice Learning (concurrent Field Work) – Orientation, Placement; Induction; Exploration – Assessment – Action. Other learning opportunities in Practicum and their strengths and limitations. A look at some best practices in leading institutions with reference to the organization of practicum.
- Unit – 4 : Supervision and Evaluation in Social Work Education
- Practicum – a supervised activity; Role of the Teacher (Supervisor) in Practicum. Commonly used methods of evaluation in social work education e.g. written examination & viva-voce. Criteria for the evaluation of written answers and oral responses. Basic guidelines for setting question-papers and conducting viva-voce. Criteria for the evaluation of students' learning and professional growth through the Practicum. Advantages and limitations of 'internal' and 'external' evaluation. Quantitative and Qualitative evaluation. Use of multiple methods of evaluation.

Unit - 5 : Developmental Social Welfare, Professional Social Work and Social Work Education.

The models of Social Welfare – Residual, Institutional, Developmental, Meaning and characteristics of Developmental Social Welfare. The value-base or philosophy of professional social work. The context of origin of professional social work. The contradiction between professionalism and the ideal of service. Assessment of the extent of professionalization of social work in India. The objectives of Social Work Education in India. The issue of social control Vs. social change. The specialization vs. generic controversy in the light of developmental objectives. Generalist Social Work Practice (Integrated Approach); meaning and characteristics; its underpinnings in the systems approach. The strengths perspective in social work practice.

Unit - 6 : Human Rights and Duties and Social Work Education :

Concept of Human Rights. Highlights of Universal Declaration of Human Rights; A brief overview of :

The International Covenant on Civil and Political Rights.

The International Covenant on Economic Social and Cultural Rights.

The Convention on the Elimination of all Forms of Racial Discrimination;

The Convention on the Elimination of All Forms of Discrimination against Women;

The Convention on the Rights of the Child;

Indigenous and Tribal Peoples Convention (ILO convention 169) Fundamental Rights and Duties and the Directive Principles of State Policy in India. Basic Human Needs as Human Rights. Role of professional social work in promoting and protecting human rights.

Unit - 7 : Social Welfare and Social Reform in India – a broad overview:

Social Welfare in ancient India. The message of the Upanishads for Social Welfare. Buddha's message and influence on society. Social Welfare in Medieval India. The Bhakti movement and the Sufi movement. The destructive impact of the British rule on Indian society. The major trends and achievements of the nineteenth century social reform movement in India. The Sarvodaya Movement. The contribution of Dr. B. R. Ambedkar.

Unit - 8 : Some thinkers and ideologies / approaches in the context of social work education:

Liberalism ; neo-liberalism; Karl Marx; M.K. Gandhi; Paulo Friere : Feminism : Deep Ecology : Postmodernism. Multiculturalism.

Unit - 9 : Theoretical Perspectives from various disciplines relevant for social work:

The structural-functional approach and the dialectical approach to the study of society and social change. The Freudian, Neo-Freudian, Behavioural and Existential Schools for the study of human behaviour and behaviour change. Humanistic Psychology. Relation between Economics and Social Work. Underdevelopment : Meaning, genesis and manifestations. Relation between Political Science and Social Work.

Democracy – meaning, importance, strengths and weaknesses. Importance of democratization of social systems. Interdisciplinary understanding of Poverty and Social Inequality.

SOME SUGGESTED READINGS:

1. U.G.C.: Review of Social Work Education in India, (New Delhi : U.G.C., 1978)
2. Singh, R. R. Social Work Perspectives on Poverty (New Delhi Concept Publishing Co., 1980).
3. Singh, R. R.: Field Work in Social Work Education: Perspective for Human Service Professions (New Delhi: Concept Publishing Co.)
4. United Nations : ECAFE- UNICEF Seminar on Developmental Aspects of Social Work Training Curricula, Bangkok, 1972)
5. Kulkarni, P. L. : Social Policy and Social Development in India (Madras: ASSWI, 1979),
6. Gokhale, S. D. et. Al (Ed.) Social Welfare: Legend and Legacy (Bombay, Popular Prakashan, 1974).
7. Pathak, Shankar : Social Welfare, Health & Family Planning in India (New Delhi, Marwah, 1978).
8. Younghusband, E.: Social Work and Social Change (London : G. & UN 1964).
9. Friere, Paolo : Pedougogy of the Oppressed.
10. Pathak, Shankar, : Social Welfare : An Evalution and Developmental Perspective (Delhi: Macmillan, 1981).
11. Lavine, M. & Levine: A History of Helping Services (New York : Hereditith Corporation, 1970).
12. Thaper, R.: A History of India, Vol. 1 (Harmonds worth; Penguin, 1966).
13. Spear, P. A. History of India, Vol. II (Harmondswarth; Penguin, 1976).
14. Heimsath, C : Indian Nationalism and Hindu Social Reform.
15. Natarajan, S:A Century of Social Reform in India, (Bombay, Asian Publishing House, 1959).
16. Naoroji, D. : Poverty and the Un-British Rule in India.
17. Ganguli, B.N. : Gandhi's Social Philosophy: Perspective & Relevance (Delhi, Vikas, 1973).
18. Bondurant, J. : Conquest of Violence (O.U.P.)
19. Divakar, R.R. :Saga of Satyagraha (New Delhi : Gandhi Peace Foundation).
20. Bhav, Vinoba : Teesari Shakti (Sarva Sewa Sangh).
21. Narayan Jaiprakash : Reconstruction of Indian Polity (Varanasi Sarva Seva Sangh).
22. Romanyshya, J.M. : Social Welfare : Charity to Justice. (New York : Random House, 1971).
23. Specht, H. & Vickery, A ; Integrating Social Work Methods (London : G.A. & Unwin, 1977).
24. Inketes, A. : What is Sociology (New Delhi, Prentice Hall, 1971).
25. Parsons, T : The System of Modern Societies (New Jersey), Prentice Hall, 1971).
26. Meora, W.E. : Social Change (New Jersey : Prentice Hall, 1963).
27. Turner, E. J. (Ed.): Theoretical Approaches (New York: Free Press, 1979).
28. Encyclopaedia of Social Work in India.
29. Rodrigues, V. (2002) The Essential Writings of B. R. Ambedkar New Delhi: Oxford University Press.
30. Rao, K. R. (1993) Babasaheb Ambedkar New Delhi : Sahitya Akademi
31. Thorat, Sukhadeo (2007) Dalits in India : A Profile New Delhi: Sage.

32. Dominelli, Lena (2004) *Social Work : Theory and Practice for a Changing Profession* Cambridge : Polity Press (Indian Reprint 2005)
33. Dreze, J. and Sen, A (1998) *Indian Development : Selected Regional Perspectives* Delhi : Oxford.
34. Sen, Amartya (1992) *Inequality Reexamined* Delhi : Oxford.
35. Parasuraman, S. et, al. (2003) *Listening to People Living in Poverty* Bangalore : Books for Change.
36. Kulkarni, P. D. (1979) *Social Policy and Social Development in India* Bangalore : ASSWI
37. Desai, Murli (2004) *Methodology of Progressive Social Work Education* Jaipur: Rawat Publications.
38. Desai, Murli (2002) *Ideologies and Social Work : Historical and Contemporary Analyses* Jaipur: Rawat Publications.
39. Srivastava, S. P.(Ed.) (1998) *The Development Debate: Critical Perspectives* Jaipur: Rawat Publications.
40. Reichert, E. (2003) *Social Work and Human Rights: A foundation for policy and practice* Jaipur: Rawat Publications.
41. Dadushin, A. and Harness, D. (2004, Indian Reprint) *Supervision in Social Work* Jaipur: Publications.
42. NAAC (2005) *Manual of Self-Study of Social Work Institutions*, Bangalore : NAAC.
43. UGC Report of the second review committee on social work education (1978).
44. UGC Model Curriculum for Social Work Education 2001.
45. Approach paper of the 11th Plan.
46. Relevant journals/ reports/documents e.g. those brought out by the Govt. of India, the UNDP (e.g. Human Development Reports), Association of Indian Universities (University News) etc. must be referred. Field work manuals of some leading institutions of social work Education.