Syllabus for Subject Specific and Descriptive Questions for Ph.D. Admission Test (Social Work)
SESSION 2018-19

❖ SOCIAL WORK PHILOSOPHY
Conceptual Framework of Social Work
Goals and Values in Social Work
Principles of Social Work Profession and their Applications
Functions of Social Work: Remedial, Preventive and Developmental

❖ WESTERN HISTORY OF SOCIAL WORK PROFESSION
Emergence of Method Approach in Social Work practice:
Factors and Contributions
Organized and Scientific Charity
Beginning of Social Work Education
Ethical Responsibilities in Social Work
Attributes of a Profession in Social Work

❖ INDIAN HISTORY OF SOCIAL WORK PROFESSION
Social Reform, Social Welfare and Social Work:
Concept and Relationship
Evolution of Social Work Education
Professionalization of Social Work
Interface between Professional and Voluntary Social Work
Welfare Vs Developmental Orientation in Social Work

❖ INDIAN HISTORY OF IDEOLOGIES FOR SOCIAL CHANGE
Hindu Reform Movements
Muslim Reform Movement
Gandhian Ideology and Sarvodaya Movement
Dalit movement

❖ INTEGRATED SOCIAL WORK PRACTICE
Concept and Characteristics of Social System
Units of Social Work Intervention: Individual, Family, Group, Communities and Organizations
System Approach to Social Work Practice
Integrated Approach to Social Work Practice
Role of Professional Social Worker

❖ BASIC SOCIOLOGICAL CONCEPTS
Sociology: Meaning and Scope
Relationship with Social Work
Society as a system of relationship
Community and its Importance
Social Structure: Meaning, Status and Roles
SOCIAL PROCESSES
Culture: Meaning and Contents- Traditions, Customs, Values, Norms, Folkways and Mores
Socialization: Meaning, Processes and Agents
Social Groups: Meaning and Types – Primary and Secondary Groups, In-groups and Out-groups, Reference Groups

INDIAN SOCIETY
Composition of Indian Society
The Concept of Unity in Diversity
Social Classification in India: Tribal, Rural and Urban
Weaker and Vulnerable Sections and Minority groups
Social Stratification in India: Meaning, Caste and Class Divisions.

SOCIAL CHANGE AND SOCIAL CONTROL
Social Change: Meaning, Concept and Characteristics
Theories of Social Change
Factors inducing change with reference to India
Social Control: Concept, Types, Social Control exercised through the Social Institutions.

SOCIAL DISORGANISATION
Concept and Causative factors of Indian Social Problems – Analysis
Intervention of Social Problems: Government and Voluntary Efforts at Micro and Macro Levels
Role of the Social Workers in Identifying Social Problems and Development of Appropriate Strategies.

HUMAN DEVELOPMENT
Social Psychology. Meaning, Concept and Scope.
Principles of Growth and Development
Determinants of Development: Heredity and Environment, Social Customs, Traditions
Deprivation and Development during Stages of Life Span from Conception to Old Age

THEORIES OF HUMAN DEVELOPMENT
Freud’s Psychosexual Theory
Erikson’s Psycho Social Theory
Piaget’s Theory of Cognitive Development
Roger’s Learning Theory
Jung's Conceptualization

PERSONALITY
Personality - Meaning, Concept and Nature
Determinants of Personality: Physical, Social and Family
Trait and Type Theories of Personality
Behaviour and Learning Theories
ABNORMAL BEHAVIOUR
Concept of Normality and Abnormality
Factors of Personality Disorders – Social, Cultural, Biological and Psychological
Major Mental Disorders in the light of DSM
Psychological Testing:
A. The Rorschach test B. The Thematic Apperception Test (TAT)

HEALTH & HYGIENE AND MENTAL HEALTH
Concept of Health and Hygiene
Social and Cultural Contexts in India
Preventive and Social Medicine - Concept and Significance
Mental Health: Issues and Concerns in India; Mental Hygiene: Meaning, Objectives & Scope

SOCIAL CASE WORK: AN INTRODUCTION
Meaning, Concept and Objectives of Case Work
Philosophical Assumptions and Case Work Values
Components in Case Work
Principles of Social Case Work: Contribution of Friedlander and Biestic

DYNAMICS IN CASE WORK/ CASE WORK PROCESS
Process in Case Work- Intake, Study
Assessment
Intervention
Termination and Evaluation

TECHNIQUES AND SKILLS IN SOCIAL CASE WORK
Case Work Relationship: Conceptual Framework
Rapport Building, Activating Resources
Basic Communication and Helping Skills
Counseling

UNDERSTANDING THE CLIENT SYSTEM
Psychoanalytical theory
Diagnostic School and Psychosocial Theory
Functional School and Functional Approach

THERAPEUTIC APPROACH TO SOCIAL CASE WORK
Behavior Modification Approach
Problem Solving Approach
Crisis Intervention Approach
Eclectic Approach

SOCIAL POLICY – A CONCEPTUAL FRAMEWORK
Concept of Social Policy: Objectives and Scope
Principles of Policy Making
Distinction between Social and Economic Policies
Values underlying social policy and planning
Sources of Social Policy: Directive Principles, Fundamental Rights and Human Rights
POLICY FORMULATION
Approaches to Social Policy- Sectoral, Cross-Sectoral and Convergence
Process of Social Policy Formulation
Role of interest group; the problem of conflict of interest and its solution
Role of Professional Social Workers.

REVIEW OF MAJOR SOCIAL POLICIES
Social Policy on Education
Social Policy on Environment
Social Policy on Health
Social Policy on Housing.

SOCIAL PLANNING IN INDIA
Concept, Principles and Scope of Social Planning
Linkages between Social Policy and Planning- Planning as instrument
Sources of Planning: Constitution, Planning Commission and National Development Council
Democratic Decentralization: Panchayati Raj

WELFARE PLANNING IN INDIA
Welfare of Child
Welfare of Women
Welfare of Youth
Welfare of Aged
Welfare of Minorities

DEVELOPMENT-A CONCEPTUAL FRAMEWORK
Current Debates on Development
Development indicators
Social Development
Social Development and Social Work

THEORIES AND MODELS OF DEVELOPMENT
Theories, Strategies and Ideologies of Development
Growth Model
Marxian and Dependency Models
Gandhian Model

CONTEMPORARY SOCIAL MOVEMENTS AND SOCIAL DEVELOPMENT
Social Movements and Social Development
Social Capital, Civil Society and Social Development
Technology, Displacement and Development
Role of NGOs in Social Development

SOCIAL DEVELOPMENT IN INDIA
Theories of Social Development: Social Evolution, Sanskritization, Westernization and Modernization
Historical and Social context of Development in India in Pre-Independence Phase
Post-Independence Phase-Governmental Measures and Five-Year Plans
Neo-Political Economy and Social Development
**SUSTAINABLE DEVELOPMENT**
Sustainable Development: Issues and Perspectives
Global Effort for Human Development
Globalization and Sustainability
Problems of Sustainable Social Development in India

**SOCIAL WELFARE ADMINISTRATION**
Social Welfare Administration: Meaning, Concept & Principles of Social Welfare Administration
Functions of Social Welfare Administration
Organisation: Meaning, Nature and Design Decision making; Coordination

**BUDGETING & FUND RAISING**
Budgeting: Purpose, Sources and Characteristics of Good Budget
Methods and Principles of Budgeting
Fund Raising: Preparation, Principles and Funding Sources: Volunteers & Private Sectors, Interest of Donors,
Role of Fund Raiser, Factors Affecting Fund Raising, Reasons of Failure

**SOCIETIES, TRUSTS AND COMPANIES**
Societies (Regulation) Act, 1860-Registration of a Society, Matters included in Memorandum of Association, Bye-laws of a Society
Indian Trust Act, 1882-Registration of a Trust, Duties of Trustee, Liabilities of Trustees Companies Act, 1956
Foreign Contribution Regulation Act, 1976

**RETHINKING COMMUNICATION**
Communication – Meaning and Functions
Johari Window and Social Work Communication
Channels & Models
Communication Tools

**PUBLIC RELATIONS**
Public Relations: Needs and its Importance in Organization
Media Relations and Publicity
Awareness Advertising
Social Marketing

**PROBLEM SELECTION**
Steps in Problem Selection
Problem Identification
Problem Formulation
Social Research in Selection of a Problem
Strategies in Problem Selection

**PLANNING FOR PROJECT PROPOSAL**
Policy Making and Planning
Steps in Policy Determination and Principles of Policy Making
Project Proposal-Approaches of Problem Solving & Identification of Needs
Techniques to Develop Community Programme
PROPOSAL WRITING
- Mechanics in Final Proposal
- Project Proposal Coverage
- Project Proposal Outlines
- Check List

EVALUATION
- Basic Aims of Evaluation
- Project Evaluation and Role of Project Evaluation
- Monitoring and Evaluation-Mid-term & Ex-post Evaluation
- Hierarchy of Objectives
- Characteristics of Good Appraisal System

FIELD PRACTICUM & COMPUTER APPLICATION
- Model Project proposals
- Model Society Proposal
- Computer: Types and Uses
- Research and Computer: Internet

INTRODUCTION TO GROUP WORK
- Understanding Group: Characteristics, Type and Importance
- Historical Evolution of Social Group Work
- Social Group Work: Concept Assumptions and Objectives
- Theories of Group Formation

PRINCIPLE AND MODEL IN SOCIAL GROUP WORK
- Values and Skills in Social Group Work
- Principles in Social Group Work
- Models in Group Work: Therapeutic, Development and Task-Oriented Group
- Role of Worker in Group Settings

GROUP PROCESSES AND GROUP DYNAMICS
- Group Diagnosis: Conflict, Apathy and Inadequate Decision Making
- Stages of Group Development: Forming, Storming, Norming, Performing, Termination and Evaluation
- Record Writing in Group Work, Evaluation

SKILLS AND TECHNIQUES OF DEVELOPMENT
- Program Planning and Development of Group Identity
- Program Implementation
- Program Media
- Group Discussion

THERAPEUTIC APPROACH TO SOCIAL GROUP WORK
- Transactional Analysis
- Group Therapy
- T. Groups
- Gestalt Therapy
COMMUNITY WORK
Concept and relevance of Community in Social Work
Community work: Definition, Nature, Scope & Objectives
Process of Community Work
Relationship between Community Work, Community Organization & Community Development.

COMMUNITY ORGANISATION
Community Organization; Definition, Concept, Nature and Scope
Steps in Community Organization; Study, Analysis, Assessment, Organization, Action, Monitoring & Evaluation
Basic assumption; Objectives of Community Organization
Principles and skills of Community Organization.

APPROACHES & MODELS IN COMMUNITY ORGANISATION
Approaches
Models of Community Organization
Strategies of Community Organization
People’s Participation

SOCIAL ACTION
Social Action: Concept, Objective and Scope
Social Action, Social Reform & Relationship with other Methods of Social Work
Principles of Social Action
Tactics & Methods of Social Action

IMPLICATIONS OF COMMUNITY ORGANISATION
Networking & Coordination: Rational, Meaning & Scope
Role of Community Worker
Intervention of NGO’S
Government Intervention in Community Organization

BASICS OF RESEARCH
Social Work Research- Meaning, Purposes and Scope
Research Process- Qualitative and Quantitative Research
Hypothesis-Meaning, Attributes and Type of Hypotheses
Theory Construction-Meaning, Inductive and Deductive

RESEARCH PROCEDURES
Research Design-Meaning and Importance
Types of Research Design
Strategies used for Research: Survey, Case Studies, Content Analysis, Historical Analysis
Sampling: Meaning, Types and Utility

TOOLS OF DATA COLLECTION
Sources of Data: Primary and Secondary
Participant Observation
Questionnaire, Interview- Schedule and Interview, Scaling
PARTICIPATORY RESEARCH
PRA/PLA: Concept and Historical Development
Social Resource Mapping and Chapati Diagram
Seasonality Diagram and Trend Analysis
Perceptual Mapping

SOCIAL STATISTICS
Measures of Central Tendency: Mean, Median and Mode
Measures of Variability; Standard Deviation
Statistical Difference: Chi-square test
Rank Correlation and Simple Regression

SOCIAL JUSTICE
Social Justice: Concepts, Concerns and Issues of Social Justice
Social Justice and its Relationship with Social Legislation
Social Injustice and Mandate for Social Justice
Role of Social Worker in Promoting Social Justice

HUMAN RIGHTS AND CONSTITUTIONAL RIGHTS
Human Rights and Universal Declaration of Human Rights
Human Rights and Right to Welfare
Fundamental Rights
Directive Principles of State Policies

SOCIAL WELFARE IN INDIA
Nature and Scope of Social Welfare
Concept of Welfare State
Social Welfare and Social Legislations in India
Social Welfare and Five Year Plans

SOCIAL LEGISLATIONS AND SOCIAL WELFARE
Persons with Disabilities Act, 1995
The Juvenile Justice (Care & Protection of Children) Act, 2000
Bonded Labour Abolition Act, 1976
Inter-State Migrant Workmen Act, 1979

LEGISLATIONS FOR PROTECTION OF CIVIL RIGHTS
SC & ST (Prevention of Atrocities) Act, 1989
Consumer Protection Act, 1986
Child Labour (Regulation & Prohibition) Act, 1986
Equal Remuneration Act, 1976

ORGANIZATIONAL BEHAVIOUR: AN OVERVIEW
Organization, Management and Organizational Behaviour
Organizational Behaviour: Foundations and Features
Direct and Indirect Variables of Organizational Behaviour
Challenges and Opportunities for Organizational Behaviour
SCHOOLS OF MANAGERIAL THOUGHT
Classical Theories: Administrative & Scientific Theory
Behavioural Theories: Human Relation & Human Resources
System Approach: Contingency, Situational approach.

INDIVIDUAL DYNAMICS
Perception: Process and Factors Influencing Perception
Perceptual Disorders
Motivation: Content and Process Theories
Motivation Techniques

LEADERSHIP AND GROUP DYNAMICS
Leadership: Meaning, Definition and Theories
Leadership Styles and Techniques
Group Theories and Types of Group
Assets and Liabilities of Group Decision Making

ORGANIZATIONAL DYNAMICS
Organizational Change: Meaning and Significance
Resistance to Change and its Management
Organizational conflict: Meaning; Types and Techniques
Strategic Management.

HUMAN RESOURCE MANAGEMENT & HRD
Human Resource Management (HRM): Meaning, Functions and Scope
Human Resource Development (HRD): Meaning, Functions and Scope
HRD Instruments
Relationship between HRD, HRM & Personnel Management

HR PLANNING & SELECTION PROCESSES
HR Planning: Meaning, Objectives & Processes.
Determinants of HR Planning
HR Audit & Accounting
Recruitment and Selection Processes
Concept of human Resource Information system (HRIS)

PERFORMANCE MANAGEMENT & DEVELOPMENT
Performance Appraisal-Concept and Methods
MBO: Objectives and Process
Training Needs and Methods
Career Planning and Development

MANAGEMENT OF JOBS AND COMPENSATION
Job Analysis and Job Design
Job Evaluation: Objectives and Methods
Wage Determination: Factors, Principles and Theories
Methods of Wage Determination
INDUSTRIAL RELATIONS
IR: Concept and Models
IR Machinery: preventive and Curative
Workers Participation in Management: concept, Determinants and Scope.
Collective Bargaining: Concept, Strategies and process.
Trade Unions as Bargaining Agent.

SOCIAL SECURITY
Conceptual and Theoretical Framework of Social Security
Constituents of Social Security: Social Insurance, Social Assistance and Allied Schemes
Growth of Social Security in India
Current Scenario of Social Security

SOCIAL SECURITY LAWS-I
Workmen’s Compensation Act,1923
Maternity Benefit Act,1961
Minimum Wages Act,1948
Payment of Gratuity Act,1972

SOCIAL SECURITY LAWS-II
Employee’s State Insurance Act, 1946
Payments of Wages act,1936
Employee’s Provident fund and Miscellaneous Provision Act, 1952
Payment of Bonus act,1965

LABOUR LEGISLATION
Industrial disputes Act, 1947
Industrial Employment (Standing Orders) Act,1946
Trade Union Act,1926
Contract Labour (Regulation and Abolition) Act,1970

LABOUR WELFARE
Concept, Principles & Approaches of Labour Welfare
Statutory and Non-Statutory Schemes of Labour Welfare
Factories Act,1948
Role of Welfare Officer

COMMUNITY DEVELOPMENT
Concepts, Goals and Ideology of Community development
Process and Principles of Community development
Essential Characteristics of Community development
Development-An Overview

RURAL COMMUNITY DEVELOPMENT
Concept and strategies of Rural Development
An overview of planning for Rural Development
Various Approaches to Rural Development in India
Peoples’ Participation in Rural Development
RURAL COMMUNITY DEVELOPMENT PROGRAMMES
Rural Development Programmes in India
Health Care in Rural India
Panchayati Raj System
Role of NGOs in Rural Development

URBAN COMMUNITY DEVELOPMENT
Urban Community Development: Concept, Objectives and Scope
Slums and Slum Culture
Approaches and Trend of Urban Development
74th Amendment and Local Bodies

URBAN COMMUNITY DEVELOPMENT PROGRAMMES
Urbanization and Urban Development Policy in India
Urban Community Development Programmes
Urban Basic Services
Role of NGO's in Urban Development