

# **NEP and Learning Outcome-based Curriculum Framework (LOCF)**

**for  
Post Graduate Program**

**Master of Social Work**

(To be effective from the Academic Session 2024-25)



**Department of Social Work  
Gurugram University, Gurugram**

(A State University established by Govt. of Haryana Act No. 17 of 2017)

**GURUGRAM UNIVERSITY, GURUGRAM**  
(A State University established by Govt. of Haryana Act No. 17 of 2017)

**Study & Evaluation Scheme of Master of Social Work**

**Summary**

Programme	:	Master of Social Work
Duration	:	As per University norms
Eligibility	:	Two years full time (Four Semesters)
Medium	:	English/Hindi
Minimum Requirement of Attendance	:	75%
Total Credits	:	94

**Assessment of Student's Performance and Scheme of Examination:**

1. English and Hindi shall be the medium of instruction and examination.
2. The examination shall be conducted at the end of each Semester as per the Academic Calendar notified by the University.
3. The system of Evaluation shall be as follows:
  - The scheme of examination for the Master of Social Work program is structured across four semesters, comprising core courses, elective courses, multidisciplinary courses, skill enhancement courses and value-added courses
  - The assessment is divided between end-of-semester examinations, which carry a weightage of 70%, and internal assessment, accounting for the remaining 30%. Examination patterns include a mix of short-answer and long-answer questions.
  - Viva-voce assessments are conducted for fieldwork examinations in each semester.
  - One month internship after Semester II involves submitting a detailed report and delivering a presentation.
  - Additionally, the fourth semester includes a Research Project submission, evaluated through a report assessment and viva voce conducted by both External and Internal Examiners.

**Assessment Evaluation**

<b>Internal Marks</b>	<b>Major Test (End Semester Exam) Marks</b>	<b>Total Marks</b>
30	70	100

### Internal Evaluation

Minor Test	Attendance	Assignment/ Presentation	Total Marks
10	10	10	30

### Duration of Examination

Major Test(End Semester Exam)	Internal (Minor Test)
3 hrs.	1½ hrs.

### Programme Outcome of Master of Social Work

**PO -1** Students will have advanced knowledge of social work theories, methods, and practices, and understand how social work impacts policy and practice.

**PO-2** Students will follow social work ethics, respect human dignity and diversity, and apply ethical principles to help individuals and communities.

**PO-3** Students will have strong verbal and written communication skills, show empathy, listen actively, and build professional relationships.

**PO-4** Students will have leadership skills for managing social work organizations and community engagement activities

**PO -5** Students will commit to ongoing professional development, stay updated on new trends in social work, and use research to improve their practice and policy decisions.

### Programme-Specific Outcome of Master of Social Work

**PSO 1 Skill and Value Development:** By providing a range of courses, including multidisciplinary studies and skill-focused offerings students will acquire the essential knowledge, skills, attitudes, and values necessary for the social work profession

**PSO 2 Specialized Practice Areas:** Specialized coursework and field experiences will prepare students to work in various settings within the development sector, including non-profit organizations, government agencies, international NGOs, industry and corporate sectors.

SEC-01	Counselling in Social Work	241/MS W/SE2 01	2	-	-	2	-	-	2	15	35	-	-	50
<b>Total Credits</b>									<b>22</b>					<b>550</b>

### Semester 3

Course Code	Course Title	Course ID	L	T	P	L	T	P	Total Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
Core Course(s)														
CC-A07	Administration of Welfare and Development Services	241/MS W/CC 301	3	1	-	3	1	-	4	30	70	-	-	100
CC-A08	Research in Social Work	241/MS W/CC30 2	3	1	-	3	1	-	4	30	70	-	-	100
CC-A09	Field Work Practicum	241/MS W/CC 303	-	-	4	-	-	4	4	-	-	30	70	100
Discipline Specific Elective Courses														
DSE-03	<b>Choose any one Specialization</b>		3	-	-	3	-	-	3	25	50	-	-	75
	1. <b>HR</b> - Human Resource Management	241/MS W/DS 304												
	2. <b>CD</b> – Rural Community Development	241/MS W/DS 305												
Multidisciplinary Course(s)														
MDC-03	One from Pool		3	-	-	3	-	-	3	25	50	-	-	75
Skill Enhancement Course(s)														

SEC-02	Development Communication	241/MS W/SE 301	2	-	-	2	-	-	2	15	35	-	-	50
<b>Value-added Course(s)</b>														
VAC-02	Gender and Development	241/MS W/VA 301	2	-	-	2	-	-	2	15	35	-	-	50
<b>Seminar</b>														
Seminar	-		-	-	2	-	-	2	2	-	-	15	35	50
<b>Internship/Field Activity#</b>														
Internship/ Rural Camp			-	-	4	-	-	4	4	-	-	30	70	100
<b>Total Credits</b>									28					700

#Four credits of internship earned by a student during summer internship after 2nd semester will be counted in 3<sup>rd</sup> semester of a student who pursues 2 year PG Programme without taking the exit option.

**Semester 4**

Course Code	Course Title	Course ID	L	T	P	L	T	P	Total Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
Core Course(s)														
CC-A10	Social Action and Social Legislation	241/MS W/CC 401	3	1	-	3	1	-	4	30	70	-	-	100
CC-A11	Field Work Practicum	241/MS W/CC 402	-	-	4	-	-	4	4	-	-	30	70	100
Discipline Specific Elective Courses														
DSE-04	Choose any one specialization		3	-	-	3	-	-	3	25	50	-	-	75
	1)HRM – Industrial Relations and Labour Laws	241/MS W/DS 403												
	2)CD – Urban Community Development	241/MS W/DS 404												
Multidisciplinary Course(s)														
MDC-04	One from Pool		3	-	-	3	-	-	3	25	50	-	-	75
Ability Enhancement Course(s)														
AEC-03	One from Pool		2	-	-	2	-	-	2	15	35	-	-	50
Community Engagement/Field Work/Survey/Seminar														
Research Project	-	241/MS W/RP 405	-	-	6	-	-	6	6	-	-	45	105	150
Total Credits									22					550

**Master of Social Work  
Semester -**

**III**

**Administration of Development, Welfare Services and Social Policy**

**CC-A07**

**Credits: 4 (Hrs./Week: 4)**

**Maximum Marks: 100**

**Theory Examination: 70**

**Internal Assessment: 30**

**Note:** The question paper will consist of four Units containing eight questions with internal choice from each unit i.e. two questions from each unit. The candidate will be required to answer five questions in all. Four questions will have to be attempted from four units and the fifth question which is compulsory shall be of short answer type question covering the entire syllabus. All the questions shall carry equal marks i.e. 14 each from the I to IV units and 5" compulsory question shall be divided into seven short answer questions of 2 marks each i.e.  $7 \times 2 = 14$  thus making it the total weight age to 70 marks.

**Course Outcomes:**

- Comprehend the concept, nature, and historical evolution of social welfare and development administration.
- Familiarize students with the concept of development, social policies and social planning.
- Grasp the essential components of administration and principles of sound governance.
- Develop practical skills in administration, program planning, and execution.

**Unit I**

**Foundations of Welfare and Development Administration**

- Concept, nature, history and scope of Social Welfare Administration
- Importance and Functions of Social Welfare Administration
- Actors in Social Welfare Administration: GO, NGO, Corporates and Co-operatives • Administrative Process: Policy Making, Planning, Organizing, Staffing, Directing, Supervising, Co-ordination, Budgeting, Decision making, Monitoring and Evaluation

**Unit II**

**Administration and Management of Social Welfare Programmes**

- Project Formulation
- Communication in Administration
- Public Relations and Mass Media
- Establishment and Management of Human Service Organizations
- Challenges Faced by Voluntary Organizations and NGOs

**Unit II**

**Master of Social Work  
Semester -**

**Social Development and Social Policy**

- Social Development: Meaning, Definition and Dynamics of Development
- Theories of Development
- Indicators of Development
- Emerging Issues in Social Development

**Unit -IV**

**Social Policy, Planning and Development**

- Social Policy: Definition, need, evolution and constitutional base
- Instruments of Social Policy
- Social Planning and Key Social Policies in India
- Policy Analysis and Evaluation

**Suggested Readings:**

- Bhattacharya, S. (2006). *Social work administration & development*. Rawat Publications.
- Brody, R. (2004). *Effectively managing human service organizations*. Sage Publications.
- Chandra, S. (2001). *Non-governmental organizations: Structure, relevance and function*. Kanishka Publishers.
- Dadrawala, N. H. (2004). *The art of successful fundraising*. CAP.
- Kaushik, A. (2013). *Welfare and development administration in India*. Global Vision Publishing House.
- Kettner, P. M., Moroney, R. M., & Martin, L. L. (2017). *Designing and managing programs: An effectiveness based approach* (5th Edn). Sage.
- Lewis, J. A., Lewis, M. D., & Others (2000). *Management of human service programs*. Books/Coles.
- Netting, F. E., & O'Connor, M. K. (2002). *Organization practice: A social worker's guide to understanding human services*. Allyn & Bacon.
- Padaki, V., & Vaz, M. (2004). *Management development and non-profit organizations*. SAGE.
- Palekar, S. A. (2012). *Development administration*. Phi Publications.
- Patti, R. J. (2008). *The handbook of human service management*. Sage Publications.
- Pynes, J. E. (2004). *Human resources management for public and nonprofit organizations*. Jossey-Bass.
- Reddy, V. (2020). *Transforming governance: E-governance and digital public administration in India*. Sage Publications.
- Roy Sanjoy. (2016) *Social Welfare Administration – Development and Prospects*, Discovery Publishing House.
- Skidmore, R. A. (1994). *Social work administration: Dynamic management and human relationships*. Pearson Education.



Banerjee, G. (2002). *Laws relating to foreign contributions in India*. Commercial Law Publications.

Dadarwala, N. H. (2005). *Good governance and effective boards for voluntary/non-profit organizations*. CAP.

**Internet Sources**

Ministry of Social Justice and Empowerment - <https://socialjustice.gov.in/> International Journal of Social Welfare- <https://onlinelibrary.wiley.com/journal/14682397>

**Master of Social Work  
Semester -**

**III  
Research in Social Work**

**CC-A08**

**Credits: 4 (Hrs./Week: 4)**

**Maximum Marks: 100  
Theory Examination: 70  
Internal Assessment: 30**

**Note:** The question paper will consist of four Units containing eight questions with internal choice from each unit i.e. two questions from each unit. The candidate will be required to answer five questions in all. Four questions will have to be attempted from four units and the fifth question which is compulsory shall be of short answer type question covering the entire syllabus. All the questions shall carry equal marks i.e. 14 each from the I to IV units and 5" compulsory question shall be divided into seven short answer questions of 2 marks each i.e.  $7 \times 2 = 14$  thus making it the total weight age to 70 marks.

**Course Outcomes:**

- Demonstrate competency in designing research studies, including formulating research questions, selecting appropriate methods, and developing data collection instruments.
- Evaluate the strengths and limitations of different research methodologies and their relevance to addressing social work practice issues.
- Apply statistical analysis techniques to analyse and interpret research data effectively • Demonstrate ethical decision-making skills in conducting research

**Unit-I**

**Introduction Social Work Research**

- Philosophy of Science and Scientific Methods
- Difference between Natural Science, Social Sciences, and Social Work
- Meaning, Scope, and Nature of Social Work Research
- Ethical Considerations in Social Research

**Unit-II**

**Research Introduction Social Work Research**

- Meaning, Importance, and Types of Research Design
- Exploratory, Descriptive, Experimental, Evaluative, Case Study, Participatory Research, and Action Research
- Meaning, Scope, and Nature of Qualitative and Quantitative Research • Use of Mixed Methods in Social Work Research

**Unit-III**

### **Sampling and Data Collection**

- Meaning and Importance of Sampling
- Types of Sampling: Probability and Non-Probability Sampling
- Methods, Tools, and Techniques of Data Collection in Qualitative and Quantitative Research
- Hypothesis in Research: Meaning and Formulation

### **Unit-IV**

#### **Report Writing, Data Processing, and Basic Statistical Concepts**

- Writing Research Reports: Presentation
- Styles of Referencing, Bibliography, Citing, Foot-note, Preparation of Abstract, and Publication
- Statistics: Definition, Functions, Levels of Measurements, Role, and Importance

### **Suggested Readings:**

- Babbie, E. R. (2016). *The practice of social research* (14th ed.). Cengage Learning.
- Bryman, A. (2016). *Social research methods* (5th ed.). Oxford University Press.
- Bhattacharjee, Anol (2012) *Social Science Research: Principles, Methods and Practices*, University of South Florida,
- Campbell, A., Taylor, B. J., & McGlade, A. (2016). *Research design in social work: Qualitative and quantitative methods*. SAGE Publications.
- Creswell, J. W. (2014). *Research design: Qualitative, quantitative, and mixed methods approaches* (4th ed.). SAGE Publications.
- Das, D. K. (2022). *Social work intervention research*. Rawat Publications.
- Grinnell, R. M., Jr., & Unrau, Y. A. (2019). *Social work research and evaluation: Foundations of evidence-based practice* (11th ed.). Oxford University Press.
- Lal Das. (2008). *Research methods for social work: Social work intervention research*. Rawat Publications.
- Neuman, W. L. (2014). *Social research methods: Qualitative and quantitative approaches* (7th ed.). Pearson.
- Rubin, A., & Babbie, E. R. (2016). *Empowerment series: Research methods for social work* (9th ed.). Cengage Learning.
- Saleebey, D. (Ed.). (2019). *The strengths perspective in social work practice* (7th ed.). Pearson.
- Thyer, B. A. (Ed.). (2018). *The handbook of Social Work Research Methods* (2nd ed.). SAGE Publications.

### **Journal**

Social Work Research Journal available at <https://academic.oup.com/swr>  
Journal of the Society for Social Work and Research  
available <https://www.journals.uchicago.edu/toc/jsswr/current>

**Master of Social Work  
Semester -**

**Master of Social Work  
Semester - IV  
Social Action and Social Legislation**

**CC-A10**

**Credits: 4 (Hrs./Week: 4)**

**Maximum Marks: 100  
Theory Examination: 70  
Internal Assessment: 30**

**Note:** The question paper will consist of four Units containing eight questions with internal choice from each unit i.e. two questions from each unit. The candidate will be required to answer five questions in all. Four questions will have to be attempted from four units and the fifth question which is compulsory shall be of short answer type question covering the entire syllabus. All the questions shall carry equal marks i.e. 14 each from the I to IV units and 5" compulsory question shall be divided into seven short answer questions of 2 marks each i.e. 7x2=14 thus making it the total weight age to 70 marks.

**Course Outcomes:**

- Understand key theories and concepts related to social action
- Learn effective techniques for social action, including grassroots organizing and advocacy.
- Understand the application of social legislation for vulnerable, weaker, and special groups in India.
- Develop a critical understanding of social legislation and its role in providing social protection.

**Unit –I**

**Introduction to Social Action**

- Definition and conceptualization of social action
- Historical evolution and relevance of social action in social work
- Analysing the context, triggers, and tactics in social action
- Relation to other methods of Social Work Practice
- The role of social workers as agents of social change through social action

**Unit II**

**Introduction to Social Legislation**

- Social Legislation: Definitions, Objectives, and Scope
- Constitutional Framework and Role of Social Legislation in Promoting Social Justice and Equity
- Family Law: Laws related to Marriage -Hindu Marriage Act, Special Marriage Act etc • Legislation on Maintenance and Alimony, Dowry Prohibition Act

### **Unit III**

#### **Social Legislation -I**

- Domestic Violence Act: Provisions and Implementation
- Legislation Against Trafficking of Women and Children
- Sexual Harassment at Workplace Act: Compliance and Enforcement
- Indecent Representation of Women Act: Scope and Impact

### **Unit IV**

#### **Social Legislation- II**

- Legal Provisions for Child Adoption: Procedures and Regulations
- Protection of Children from Sexual Offences (POCSO) Act: Overview and Application
- Juvenile Justice Act: Rehabilitation and Reintegration of Juvenile Offenders
- Child Labour Laws: Regulation and Enforcement
- Right to Education Act: Ensuring Universal Access to Education • Public Interest Litigation (PIL), CrPC, IPC

### **Suggested Readings:**

- Gangrade, K. D. (2011). *Social legislation in India*. New Delhi: Concept Publishing Company (P) Ltd.
- Das, S. (2018). *Social Legislation in India: A Critical Appraisal*. New Delhi: Sage Publications.
- Reddy, P. M., & Saxena, S. (Eds.). (2019). *Social Legislation and Social Work Practice: Perspectives from India*. Hyderabad: Orient BlackSwan.
- Bhattacharjee, A., & Mukherjee, S. (2017). *Gender Justice and Social Legislation: A Comparative Analysis of India and Bangladesh*. Kolkata: Stree.
- Menon, R. (2016). *Understanding Social Legislation: An Introduction*. Mumbai: Allied Publishers.
- Mishra, R., & Swaminathan, R. (2015). *Social Legislation and Women's Rights in India*. New Delhi: Cambridge University Press India.
- Singh, R. P., & Kumar, A. (2014). *Social Legislation and Social Welfare in India*. Jaipur: ABD Publishers.
- Choudhury, R., & Baruah, A. (2013). *Socio-Legal Dimensions of Social Legislation in India*. Guwahati: DVS Publishers.
- Roy, S., & Mitra, R. (Eds.). (2012). *Social Legislation and Public Policy in India: Comparative Perspectives*. Kolkata: Books Way.

**Master of Social Work**  
**Semester -**

Datta, R., & Ghosh, M. (2011). Women and Social Legislation in India: An Analytical Study. New Delhi: Mittal Publications.

Murthy .M.V.(1996), Social Action: Asian Publication House, Bombay.

Siddiqui.H.Y. (1984) Social Work and Social Action, Harnam publication.