

UNIVERSITY OF MUMBAI
No.UG/59 of 2009

CIRCULAR :-

A reference is invited to the Ordinances, Regulations and syllabi relating to the Diploma in Social Work vide Circular No.UG/338 of 2005 dated 19th August, 2005 and the Principals of the affiliated colleges in Arts and the Principal of the College of Social Work are hereby informed that the recommendation made by the Board of studies in Social Work at its meeting held on 11th December, 2008 has been accepted by the Academic Council at its meeting held on 15th December, 2008 vide item No. 4.28 and subsequently approved by the Management Council at its meeting held on 22nd December, 2008 vide item No. 8 and that, in accordance therewith, the nomenclature of the "Diploma in Para-Professional Social Work" is changed as "Diploma in Social Work" and that the syllabus of the same is revised as per Appendix and that the same will be brought into force with effect from the academic year 2009-2010.

Further that in exercise of the powers conferred upon the Management Council under Section 54(1) and Section 55(1) of the Maharashtra Universities Act, 1994 it has amended Ordinances 5505, 5506 and Regulations 5083, 5086, 5087, 5088, 5090, 5091, 5093, 5097, 5099, 5100, and 5101 relating to the Diploma in Social Work as per Appendix and that the same will be brought into force with effect from the academic year 2009-2010.

MUMBAI-400 032
21st February, 2009

PRIN K VENKATARAMANT
REGISTRAR

To,

The Principals of the affiliated colleges in Arts and the Principal of the College of Social Work.

A.C/4.28/15/12/2008
M.C./8/ 22/12/2008

No. UG/59 -A of 2009

MUMBAI-400 03

21st February, 2009

Copy forwarded with compliments for information to :-

- 1) The Dean Faculty of Arts.
- 2) The Chairperson, Board of Studies in Social Work.
- 3) The Controller of Examinations,
- 4) The Co-Ordinator, University Computerization Centre.


(D.H.KATE)
DEPUTY REGISTRAR

U.G./P.G. Section.

Copy to :-

The Director, Board of College and University Development, the Deputy Registrar (Eligibility and Migration Section), the Director of Students Welfare, the Executive Secretary to the Vice-Chancellor, the Pro- Vice-Chancellor, the Registrar and the Assistant Registrar, Administrative sub-center, Ratnagiri for information.

The Controller of Examinations (10 copies), the Finance and Accounts Officer (2 copies), Record Section (5 copies), Publications Section (5 copies), the Deputy Registrar, Enrolment, Eligibility and Migration Section (3 copies), the Deputy Registrar, Affiliation Section (2 copies), the Deputy Registrar (Accounts Section), Vidyanagari (2 copies), the Deputy Registrar, U.G./P.G. Section (2 copies), the Deputy Registrar (Accounts Section), Vidyanagari (2 copies), the Director University Computer Center (IDE Building), Statistical Unit (2 copies), the Deputy Registrar (Accounts Section), Vidyanagari (2 copies), the Deputy Registrar (Accounts Section), Vidyanagari (2 copies).



UNIVERSITY OF MUMBAI



**ORDINANCES, REGULATIONS
AND
REVISED SYLLABUS
FOR
DIPLOMA IN SOCIAL WORK**

(with effect from the academic year 2009-2010.)

DIPLOMA SOCIAL WORK

Preamble

The Second Review Committee of UGC in Social Work (1980) recommended that the Social Work educational institutions in the country need to focus on training of professionals who can function at the grass root level and be in partnership with the other formally trained Social Work degree holders while addressing local social issues. Many of them are unable to pursue two year long formal training due to demands of their family, job and age factors. However, they are deeply committed and motivated to pursue social work career at sometimes in their lives. Hence this one year Diploma course aims at building social work knowledge content, skills and value system in individuals who want to take up social work either as their formal career or as their part time voluntary work with social organizations. It provides opportunity for citizens to reach out to others in society who is in need in the spirit of nation building, restoring the human dignity, and establish more a just world.

Objectives

Amended Objectives:

- Introduce the learners to the reality of poverty, under-development, illiteracy and other issues affecting the country.
- Develop skills in studying and analyzing problems at the micro level and formulating goals for change.
- Develop basic skills in mobilization of resources in the neighborhood to alleviate the problems of the affected groups
- Sensitize learners to the problems of vulnerable groups.
- Develop awareness of self and one's role in problem solving.
- Expose students to the role of government and non-governmental organizations and civil society groups in dealing with the problem situations.

Reasons for amendments:

- There is need to change the nomenclature of the course as there are several courses with the same title being run by Individuals and NGOs. It is necessary to differentiate the University programme from the other existing programmes.
- The evaluation of the existing course with the students, teachers and other experts for the past three years reveals the need to upgrade the syllabus content, so that the current job requirements in the field are met.
- The existing syllabus does not assign any marks field practicum. The students therefore tend to take it lightly. The introduction of marks for field practicum will make the students to take field work more seriously.
- The existing intake of students needs to be raised as there is more demand for the course.

O.5505 Amended:

Title of the Course: DIPLOMA IN SOCIAL WORK

Eligibility

O. 5506 Amended.: Every candidate for the Diploma in Social Work must have the minimum qualification of XIIth std. from the Maharashtra Board of Higher Secondary Education or from any other Board, recognized by the University of Mumbai.

Duration

R 5099 Amended. Duration of the course: One academic year.
(18 hours per week)

Intake capacity

R 5097 Amended. A maximum of 50 students will be admitted to the course.

Faculty

R 5101 Amended. The Course Teachers for all papers will be MSW with 1 year teaching/ work experience. Experts from the related fields of medical, psychiatry, sociology and law also will be drawn as visiting teachers.

Examination Pattern

R. 5086 Amended.

- a) There will be an internal assessment of 40 per cent of the maximum marks assigned to each paper and a University Examination for the remaining 60 per cent of the marks for each paper at the end of the course, except for Field Work Project.
- b) The internal assessment in each paper will be based on the:

Written assignment of 20 per cent	}	Total 40 per cent
Term end test of 20 per cent		
- c) 75 per cent of attendance is required for each theory paper to be eligible for appearing at the University examination. Completion of the allotted field work hours is also mandatory to be eligible to appear for the theory papers.
- d) The final examination shall be held by the University of Mumbai at the end of the course on the prescribed syllabus, with papers having 60 marks
- e) The University Examination carrying 60 percent of the total marks assigned to each theory paper will cover the entire syllabus prescribed for the respective theory papers. Each paper will be of 3 hours duration with 8 questions (4 questions from each section) out of which the candidates will answer 5 questions, one being compulsory from each section. The other 3 questions can be selected from any of the two sections.

Paper Pattern

R. 5088 Amended. The candidates for the Diploma in Social Work will be examined in the following papers for a total of 400 marks.

Paper I	Social Work Methods	100 marks
Paper II	Intervention Strategies and Techniques	100 marks
Paper III	Understanding of Society	100 marks
Paper IV	Understanding of Political and Economic Systems	100 marks
Paper V	Social Work with Groups	100 marks
Paper VI	Practice Areas	100 marks
Paper VII	Field Work Project	100 marks
Total		700 marks

Introduce new resolution for Field Work Project Assessment

R. 5968 :- The student will put in 100 hours of field work in any one social institution/ organisation recognized by the college. A project report will be prepared by the student at the end of the field work to be submitted for the assessment and for the viva voce examination conducted internally by the course teacher along with one external expert.

STANDARD FOR PASSING

R. 5093 Amended. The candidate will be declared passed when he or she obtains minimum marks of 40 per cent out of 100 marks allotted to each paper including field work project.

The candidates who have failed in any papers may claim exemption in the other papers where they have obtained minimum marks of 40percent out of the total marks allotted to that paper.

The candidates who have failed in the first attempt and passed in the second or subsequent attempts will be declared to have passed in 'P' grade.

The candidates who have passed in the theory papers but have not passed in field work project will have to repeat the entire field work project hours and appear for the viva voce examination.

Students must complete the diploma course within a period of 3 years from the time of registration for the course failing which the student will have to re-register.

Award of Grades

Grades will be awarded as under:

Percentage of Marks	Grade
75% and above	O
65% and above but less than 75%	A+
60% and above but less than 65%	A
55% and above but less than 60%	B+
50% and above but less than 55%	B
40% and above but less than 50%	C
Less than 40%	F
Passing the course in second or subsequent attempts.	P

Syllabus

Paper – I – Social Work Methods

Hours :60

Total Marks : 100

Unit	Topics	Hours
I	Introduction to Social Work Historical Evolution; History of Social work in India , Social Reformers and their contribution to social work , Voluntary and Professional social work Goals, values and Principles in Social work, Functions of social work profession. Components of Social work practice: person, problem, process and organization. Social work process : Assessment, Relationship building. Contract for work, Implementation, Termination, Evaluation	20
II	Units of Intervention : Work with Individuals- Personality theories and Stages of Human Development. Problem diagnosis.. Work with Groups- Definition and Characteristics. Work with Communities-Models of Community Organisation, Social Work Administration Steps in Problem Solving : Individuals, groups and Communities Problem Identification, Analysis and Plan of action, Implementation and Evaluation.	20
Total		60

Bibliography

- Johnson, Louise C. : Social Work Practice: A Generalist Approach, 1995.
- Wadia, A. R. (ed) : History and Philosophy of Social Work in India. Bombay: Allied Publishers Pvt. Ltd., 1961.
- Konopka, Gisel : Group Work in the Institution Association 1970
- Trecker, H. B. : Social Work Administration, Principles and Practices, Association Press , New York, 1971.

Paper II-Intervention Strategies and Techniques

Total Hours 60

Total Marks 100

Unit	Topic	Hours
I	Fact finding tools- Home visits, Interviews, Types of Survey, Observation Guide, Mapping and Focus Group Discussions, secondary data sources, Participatory Learning Appraisal. Community mapping.	10
II	Programme Media/Skills: Inter Personal Communication Skills. Self awareness, Motivation, Value Education	10
	Techniques of using, and value of different programme media like story telling, street plays, painting, puppetry, photolanguage, poster making, Use of film clips and documentaries.	10
	Use of communication and media skills	
	Workshops and skill laboratory	30
	Total	60

Bibliography

- Konopka, Gisel : Group Work in the Institution Association 1970
- Gandhi V. P. : Media and Communication Today, Vol. 1, 2 & 3 Kanishka Publishers, New Delhi, 1995.
- Ross, Murray G. : Community Organisation. Theory and Principles. Harper & Row Publishers, New York, 1955.
- Johnson, Louise C. : Social Work Practice: A Generalist Approach 1995
- Nelson Jones Richard : Human Relationship Skills Better yourself book, 1994, Mumbai.
- Lewis, Hedwing. : Body Language guide for professionals Response books, New Delhi, 2000.

Paper – III – Understanding of Society

Hours : 60

Total Marks : 100

Unit	Topics	Hours
I	Analysis of Indian Society : Family as the basic unit. Joint and nuclear family, roles and functions of family, Changing trends in the family as a system. Institution of Marriage. Urban and rural and tribal society and their characteristics. Concept of unity in Diversity	8 8 4 4
II	Social Stratification : Caste, class, and ethnicity Gender: male , femaletransgender Geder issues related to Urban , Rural, various religions , cultre and communities . Minority groups.muslims, Sikhs , Budhists, parsis , christens. Issues and charactritics . Features of Indian Society. Religion and its function. Culture and its role. Social movements in India Dalit Movement, Women's movement, Peasant movement, Social reform movement, Social change in India Sanscritization, Westernization, Modernization.	10 10 5 5
	Total	60

Bibliography

- Prasad, R. : Social Reforms: An Analysis of Indian Society, Y. K. Publishers, Agra, 1990.
- Caroline Hodges Persell : Understanding Society: An Introduction to Sociology; 1984. Cambridge. Harper & Row Publishers.
- Ahuja R. : Social Problems in India, Rawat Publication, Jaipur, 1992, 1999.
- Liddie, J. & Joshi, R. : Daughters of independence Gender, Caste and Class in India, Kali for Women, 1986.

paper IV-Understanding Political and Economic System

Total Hours 60

Total Marks 100

Unit	Topic	Hours
I	Constitution of India and its features. Legislation and Judiciary and its functions Local self Government Panchyati Raj System and its structure. Service Systems : Health, education and Judiciary Health System and its components. Health care services and Schemes. Education System and its components	10 30
II	UN Millennium Development Goals, Human Rights New Economic Policy Problems of under development : population , housing, poverty , malnutrition , food security ,sanitation. Unemployment, urbanization issues. Unorganised sector: rural and urban Special Economic Zone issues	20 60
	TOTAL	

Bibliography

Prasad

: Poverty, Inequality and Unemployment in India, Incorporating their regional interstate dimension
 Concept Publication, New Delhi – 1993.

Awasthy, S. S.
 2000

Indian Government & Politics
 Har-Anand Publications, New Delhi.

Chakraborty, Bimal
 1996

The U. N. and the Third World: Shifting Paradigm
 Tata McGraw Hill Publishing Corpn., N. Delhi

Ghosh, B. N.
 1993

Poverty and Underdevelopment
 Dept. & Deep Publication, N. Delhi.

Siwach, J. R.
 1990

Dynamics of Indian Government and Politics
 Sterling Publication Ltd., N. Delhi

Paper – V –Social Work with Groups

Hours : 60

Total Marks : 100

Unit	Topics	Hours
I	Social work practice: Goals and role of social worker in different fields .Issue based and setting wise practice. Intervention with target groups : Children , youth , women, families , elderly in communities and Institutions Special groups: Street and Working children , orphans Women and domestic violence: Trafficking Sexual harassment .Status of women in India Elderly : Issues , policies and intervention Types of Organizations: NGOS and GOS Movements	30
II	Role and Functions of Social worker in settings such as family , community, education , Health , Institutions and so on. Social work intervention in Issues related to environment concerns. Communal strife and gender violence.	30
	Total	60

Bibliography

- Bedi. Y. : A Handbook of Hygiene and Public Health for Medical and Public Health Students, Atmaram & Sons. New Delhi
- Chandra, A. & Shah, A. : Non Formal Education for All.
Non Formal Education: Service Material, Indian Social Institute Training Centre, Documentation Centre.
- George. I. : Child Labour and Child Work, Ashish Publishing House, New Delhi, 1990.
- Devasia Leelamma : Women in India: Equality, Social Justice and Development , Indian Social Institute 1990.

- Dr.P.Sharan : Government and Politics of India, Metropolitan Book Company 1984.
- Domestic Violence : Lawyers Collective
Kali for Women
- Towards Equality report : Government of India, Ministry of Education and Social Welfare
Department of Social Welfare Publication.
- Agarwal R. : Drug Abuse: Socio- psychological Perspectives and Intervention Strategies
Shipra Publications, Delhi.
- Marshall M. : Social Work with old People, Macmillan, London, 1983, London, 1996.

Paper – VI Practice Areas

Hours: 60

Total Marks: 100

[illegible]

Bibliography

- | | | |
|--|---|---|
| Bedi, Y. | : | A Handbook of Hygiene and Public Health for Medical and Public Health Students. Atmaram & Sons, New Delhi. |
| Chandra, A. & Shah, A. | : | Non Formal Education for All.
Non Formal Education: Service Material. Indian Social Institute Training Centre, Documentation Centre. |
| Gopalan,C, Sastri Rama.,
BalaSubramanian, S.C.(1989). | | Nutritive Value of Indian Foods.
National Institute of Nutrition, Indian Council of Medical Research, Hyderabad |
| Rameshwari Devi and
Ravi prakash. 2001. | | Social Work Practice. Mangal Deep Prakashan. |
| Chavan S., | | ‘Education for All ‘Promises and Progress,
Rajat Publications, New Delhi-2003 |
| Rajan,K.R.,
1991 | | ‘Mass Literacy The Ernackulam Expeirment’Ernakulam
District Literacy Society, Cochin, |
| Jain A & Unni S,
2000 | | Development Adminstration,
Seth Publishers Pvt ltd, Mumbai |

Paper VII - Field Work Project

Hours : 60

Marks: 100

Objectives:

1. Provide exposure to students to varied NGOS and the role of Social work Professionals.
2. Develop ability to grasp the various facets of Developmental and Social problems in urban slums and rural areas
3. Develop skills in programme planning and referral.
4. Develop Administrative Skills for effective service delivery.
5. Sensitize students to the issues of Environmental, gender, communal and Human Rights issues.
6. Appreciate ones own role in the team.
7. Develop critical understanding of the Govt., Schemes and Programmes in urban and rural areas

Criteria for Field work

- I. Analytical Ability** marks 20
Students understand the agency –its philosophy, objectives, administrative structures and services offered.
The student acquires knowledge of the client system, describe their socio-economic background . and the issues serviced by the agency
The student is able to conduct home-visits and simple surveys to understand the situation.
The student understands the linkages between the services and needs of the client system and submit a report.
- II. Problem Solving Skills** marks 20
Understands and utilizes various tools like home-visits, interviews, surveys..
Begins to utilize appropriate methods of problem soiving;
Works with simple problems and referral services..
Participates in community meetings.
Identifies and helps in the mobilization of community resources in relation to the problem situation.
Establishes working relationship with various systems.
Utilizes various relevant programme media in relation to target group.
Participates in planning, organizing, coordinating, implementing and evaluating programme agency meeting maintains reports.
- III. Professional Development:** marks 20
- IV.** Students shows responsibility in relation to one's role in the agency
i.e. regularity, punctuality and commitment to task undertaken.
Students shows ability to function as a team member.
Students shows awareness of self..

- V. **Use of field instructions:** marks 10
Regularity in attending individual conferences.
Active participation in the conferences with questions and reflections.
Efforts put in carrying out suggestions given by the instructor
Gradual progress shown in handling tasks independently.

VI. **Viva –Voce Exams** marks 30

The students will maintain a daily dairy and a process report of activities conducted in the field. They will also prepare a project report at the end of the field work which they will submit for assessment and viva-voce examinations on the above areas.

Fee Structure :-

R. 5100 :- Amended . Rs. 8550.

(In addition to this the Enrollment and Examination fees will be charged as per the university rules)

Fee Structure: Rs. 4850
Amendment R 5100

Particulars	Amount
Admission Fees	Rs. 350
Tuition Fees	Rs 5800
Course Material	Rs. 600
Library Fees	Rs. 300
Field Orientation Fees	Rs. 500
Establishment Fees	Rs. 1000
Examination Fees	AS PER THE UNIVERSITY
Total	Rs.8550 + Exam Fee and Enrollment Fee

Evaluation: The Grade Point

At the end of the first semester and the subsequent semester examinations the student will be awarded with a grade card consisting of grades and credits of that semester as well as the average of the cumulative grades and credits of the previous semesters. The marks will not appear on the grade card, but the conversion of the marks into grade points and letter grade will be displayed.

The grade card issued to each student will contain:

- the credits earned for each course in that semester
- the performance in each course indicated by the letter grade
- the Grade Point Average of all the courses in that semester
- the cumulative Grade Point Average of all courses after completing all levels.

Conversion of marks to grade points

% of Marks obtained by the student in a course	Grade Point	Letter Grade
76 - 100	6	O
71 - 75	5	A+
61 - 70	4	A
51 - 60	3	B+
41 - 50	2	B
0 - 40	0	F

* * * * *