

**DEPARTMENT OF SOCIAL WORK**  
**FACULTY OF SOCIAL SCIENCES**  
**A.M.U., Aligarh.**  
**Syllabus for Ph.D Admissions Test 2020-21**

**SECTION-B**

❖ **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  
Social Institutions: Marriage, Family, Religion, State and Law.

❖ **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 Biestek

❖ **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

74<sup>th</sup> 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