

**DEPARTMENT OF SOCIAL WORK  
FACULTY OF SOCIAL SCIENCES  
A.M.U., Aligarh.**

**Syllabus for Ph.D Admissions Test 2022-23 onwards**

**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 fools

### **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