

Tamil Nadu Public Service Commission
Syllabus
Social Work
(PG Degree Standard)

Code: 370

Unit I: Social Work Profession (20 Questions)

Definition and meaning: Historical evolution of Social Work – UK, USA and India; Growth of Social Work as a Profession; Social Work concepts, methods, fields; international and national professional bodies/ forums; status and problems of the profession in India.

Social Work ideologies: Socialism, marxism, equality, equity, social justice and humanitarianism; Indian socio-cultural and religious thought, social reforms purusharthas; Gandhian Social Work; contributions of religions- Hinduism, Buddhism, Jainism, Islam and Christianity; Rights based approach.

Philosophy of Social Work Profession: values, beliefs, principles and code of ethics; Social Work theories; International Social Work – basic concepts, Global Agenda and Global standards for practice; Human Rights and Social Work; Constitutional safeguards; India as a welfare state; role and contributions of voluntary organizations, INGOs, NGOs and CSOs.

Unit II: Fundamentals of Sociology and Psychology (20 Questions)

Sociology Definition, meaning, scope and relevance to social work; basic sociological concepts: Society-meaning, definition and types, structure, features; social institutions; concept of social system and sub system, classification of social systems, culture: concept, characteristics, social stratification, social processes- social control, social change in India, social movements, crime and delinquency; social problems-poverty, inequality, casteism, causes and consequences.

Psychology: Definition, meaning and scope, Psychology and Social Work; lifespan, phases of human growth and development, (Erik Erikson and Freud) needs, tasks and challenges, influence of hereditary and environment; psychological processes for understanding behaviour, intelligence, sensation, emotions, learning, memory, attitudes, behaviour, perceptions and prejudices; life events and their impact on behaviour.

Unit III: Direct Methods of Social Work Practice–I (10 Questions)

Social Case Work: Historical development, CW as a direct method of Social Work, definition and meaning, philosophy, values, principles, skills, components of social case work, case work relationship; empathy, skills in building relationship, transference and counter transference; difference between casework, counseling and psychotherapy for different target groups, the helping process, approaches: Skills-referrals, interview, observation, collateral contact; types of recording, application of CW in various settings; limitations of the method.

Social Group Work: Definition of group, types, and characteristics of groups; Historical development of GW as a direct method in Social Work, definition and meaning, purpose, objectives, values, skills, principles of GW, phases of group work process-group processes and dynamics-stages in group development, the influence of new comers on group processes, isolation, rejection in groups, group-bond, subgroups, clique, dyad, triad, group norms, group membership, group cohesiveness, group pressure, group morale, leadership, team building, decision making, problem solving, conflict management, communication; role clarity in a group; use of sociometry; Group Work models; social goals model, remedial model, reciprocal model, Application in various settings; types of recording in Group Work.

Unit IV: Direct Methods of Social Work Practice–II (10 Questions)

Community Organisation: Definition, philosophy, principles, goals, scope of CO; community as a social system; sub systems; types and characteristics community power structure, community dynamics, evolution of CO as a direct method in social work, community organization models: Rothman- social planning, locality development and social action; Murray Ross-general content, specific content and process objective; process and skills in community organisation.

Social Action: Concept, definition, aims and objectives, scope, social action as a method in social work, paradigm of five elements: causes, change agent, change target, change channels, change strategy, strategies and tactics for social action: channels topology; skills of a social activist, models and approaches to social action: Paulo Freire- Martin Luther King ,Saul Alinsky, social action movements in India- Narmada Bachao Andolan, Chipko movement, Dalit movements, women's movements, Contemporary Social Reforms movement.

Unit V: Indirect Methods of Social Work Practice-I (15 Questions)

Social Work Research: Definition, objectives, scope, characteristics and functions– scientific method, concepts, variables, types of research, research as an indirect method of social work, qualitative methods – case study, Ethnography, Grounded, Theory, Content Analysis, Narrative, SWOC; quantitative research Methods-Tools and techniques in qualitative data collection: Observation, focus group discussion, unstructured in-depth Interview; iteration, triangulation and saturation. Mixed Methods: problem formulation: formulation of hypotheses; typology of research designs; ethical issues; sampling: definition, types, techniques: probability and non- probability sampling; sampling errors; data sources; types of data-nominal, ordinal, discrete numeric, continuous, sources of data; methods, tools and techniques of data collection, classification and coding, tabulation, analysis and interpretation–research reporting.

Statistics: Meaning, definition, limitations and uses- frequency distribution- construction of frequency tables–diagrammatic and graphical representation; measures of central tendency – mean, median, mode, measures of dispersion- standard deviation, variance, quartile range, measures of correlation and regression; tests of significance: hypothesis testing; Type I & Type II errors, Level of confidence, degrees of freedom Chi square, 't' test, reliability and validity methods; Scales: Rating scales, Attitude scales–Likert, Thurstone, Guttman; using software for data analysis.

Unit VI: Indirect Methods of Social Work Practice-II (20 Questions)

Social Work Administration: Concept, definition, characteristics, Social work Administration as an indirect method of Social work; Organizational structure, boards and committees: executive: functions and qualities - administrative process: policy formation, planning, decision making, co- ordination, communication; Human Resource Management: selection of staff, orientation, placement, service conditions, promotions, discipline, welfare programmes for staff -financial administration: budgeting, accounting, bookkeeping and fund-raising-office administration: office management and maintenance of records- supervision, evaluation and public relations; Central Social Welfare Board, State Social Welfare Board, Nehru Yuvak Kendra, Ministry of Social Defence Department of Social Welfare; Role of Voluntary Agencies, Board, Trustee, Committees, Executives –Roles and Functions; Laws related to NGOs; Registration of organizations: Tamil Nadu Societies Registration Act 1975, Trust Act 2001, Foreign Contribution (Regulation) Act 1976, Tax Exemptions and Foreign grants; Role and contribution of international funding organizations; Project and Project Cycle Management; Project Proposal Writing, Overview of Logical Framework Analysis; Types and Steps, Format; Fund-Raising (Types, Methods, Skills); Monitoring and Evaluation of Projects.

Unit VII: Specialization in Health Care and Social Work (15 Questions)

Health: Definition and concept; Healthcare approaches: patient as a person, psychosomatic approach, holistic approach. Problem assessment process: Rehabilitation, definition, types and principles, levels-prevention, promotion and tertiary; rehabilitation therapies; gender dimensions in disability, rehabilitation in various settings – UN convention on the rights of persons with disabilities; policies and programmes; Community –Based Rehabilitation.

Community health: Definition, health indicators, disease, sickness/illness, definition of public health, changing concepts, primary healthcare: preventive, curative and social medicine. wellbeing, HDI; Communicable and non-communicable diseases: causes, prevention and treatment, Primary Health Care; Health Education; Skills of Social Worker in healthcare.

Concept of mental health: Magnitude of mental health problems, changing trends in mental healthcare; psychiatric assessment: common mental disorders (as per ICD 10); mental health and Well Being; definition, history and scope of psychiatric social work, changing perspectives of psychiatric social work, application of methods in psychiatric settings-theory and models; psychoanalytical, psycho social, transactional analysis, family therapy, crisis intervention, behaviour therapy, rational emotive therapy, group therapy & strengths based approach; counselling: definition, principles, goals, approaches and techniques- CBR and Community Mental Health, Mental Health Act 2018.

Unit VIII: Specialization in Rural and Urban Community Development (35 Questions)

Rural Community development: Definition, philosophy, objectives, scope; history of RCD; Rural development: need and importance, approaches, power structure, caste and untouchability, poverty and indebtedness; land reform measures, Farm laws, agricultural laborers, marginal and small farmers; water shed management;

Development Administration: Organization and administration of rural, tribal and urban development from block to National levels. Panchayat systems and local self-government in India; rural development programmes and policies; implementation strategies, PMERG, SUMCY, PMKVY tribal communities: Adivasis, Indigenous, aborigines; tribal social systems and structures; types, characteristics, tribal social systems and structures; belief systems, culture-indigenous vs. mainstream, Atrocities against SC/ST and Constitutional Provisions for the safeguard of SC/ST.

Urban Community development: Definition, philosophy and objectives, history of UCD, scope; Slums: definition, causes, characteristics, functions, classification, approaches, theories and culture of slums; in and out migration, urbanization, urbanism: theories of urbanization, Unorganized/Informal sectors; urban services and urban deficiencies; 74th amendment and salient features of Nagarpalika Act; structure and functions of Urban Development Agencies: Urban Development Programmes: role of community development worker; rural, tribal and urban policies; tools and techniques for development practice; Application of social work methods in rural, tribal and urban communities, Role of CSR in Community Development.

Disaster: Definition, types, problems, Disaster Management and its process.

Unit IX: Specialization in Family and Child Social Work (35 Questions)

Family: Definition, concept, characteristics, types, functions, family patterns; marriage: forms, functions, changing situations in marriage, challenges, separation and divorce; assessment of family needs; laws on family and marriage; **Gerontology and Geriatric Care:** Definition, Theories of Aging, Dimensions of Aging, disabilities; Interventions with older persons; Policies and programmes for senior citizens -NPOP and Maintenance and Welfare of Parents and Senior Citizens Act 2007, stress management of caregivers, Role of government and non-governmental services, institutional and non-institutional; hospice & palliative care.

Youth: Definition, demographic profile; Youth Policy–2014; needs of youth; impact of westernization, modernization, urbanization and globalization; problems of youth; programmes for rural/urban youth, career counselling, Organisations and Movements in India.

Women: Sex and gender, gender identity; gender stratification; sex ratio in India; feminism: concept, meaning and definition and types; empowerment: concept, definition, types; GDI, GEM; Constitutional provisions and protective laws for women; special initiatives and programmes for women, national and state commissions; Convention on elimination of all forms of discrimination against women and girls (CEDAW) 1982, micro finance and self-help groups (SHGs), challenges of Indian women Status of Women in India, Problems of Women, Cyber Security.

Children: Demography; Constitutional safeguards; UNCRC, Post 2015 Development Agenda; Common Problems of Children-School Dropouts, Truancy, street children, child labour, child abuse, child trafficking, child prostitution, Child marriage, Teenage Pregnancy, Children and Gaming Addiction, Social Media and related problems, disabled children, the girl child; Child services: mechanisms, National commission for protection of child rights/ State commission for protection of child rights, District Child protection Unit; Legislations for Protection of Children-POCSO, JJ Act, Information Technology Act-2000; Approaches: Adoption – sponsorship and foster care, Institutional Care; application of Social work methods in Family and Child setting.

Unit X: Specialization in Industrial Relations, Labour Welfare and Social Work (20 Questions)

Industrial Relations: Concept, characteristics, Industrial Relations at plant and shop floor level, Industrial conflicts: concepts of industrial peace; cause and consequence of industrial conflict, strikes and lock-outs; conflict resolution, mediation, conciliation: arbitration and adjudication; statutory and non-statutory machinery for prevention and settlement of disputes. Trade Unions: Trade unionism in India, role in Industrial relations.

Labour Welfare: Concept, definition, philosophies, need, objectives, principles, scope and limitations of labour welfare; Historical development of labour welfare in India. Statutory and Non-Statutory Welfare Provisions: Industrial Counseling- Pre-retirement, Quality of work life. Social security, social security measures; Standardization, Wage policy, Wage incentives, bonus and profit sharing. Collective Bargaining: Meaning, goal, phases, pre-requisites, principles, strategies and negotiation skills, factors influencing collective bargaining, Role of Social worker in industrial setting.

HR System Concept and functions: HRM, HRD & HR; evolution, Asian trends; HRD system and sub-systems; elements, goals, importance of HRD in Industry; 360 Degree feedback; leadership and leadership development; mentors & modeling; Organizational commitment CSR in HR.

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