

TAMIL NADU PUBLIC SERVICE COMMISSION

SYLLABUS FOR THE POST OF SOCIAL CASE WORK EXPERT (UG STANDARD)

SOCIAL WORK

BASIC CONCEPTS, HISTORY, METHODS AND FIELDS

UNIT - I

Social Work – Definition and Meaning, Basic Concepts – Social Service, Social Development, Social Change, Social Welfare and Social Security; Historical background of Social Work in India, Contributions of Mahatma Gandhi to Constructive Social Work, Social Reform Movements, Social Work Profession – Definition and Meaning; Philosophy - Values, Beliefs and Principals, Goals and Functions. Methods of Social Work- Case Work, Group Work, Community Organisation and Social Action, Social Work Research and Statistics, Social Work Administration.

UNIT - II

Application and Approaches of Social Work in different Settings: Field Work as an integral component of Social Work Training, Fields of Social Work - Community Development (rural, urban, tribal), Medical and Psychiatric Social Work, Family and Child Welfare, Correctional Social Work, Social Work with Senior Citizens, Human Rights and Social Work, Youth and Social Work, Approaches in Social Work Practice: Remedial, Preventive, Promotive and Rehabilitative approaches; welfare, developmental, rights based and participatory approaches, Skills and techniques required for a Social Worker.

SOCIAL SERVICE

UNIT – III

SOCIAL WORK: Concept of Social Welfare, Social Service and Social Work. Social Welfare: Definition and Objectives. Social Service: Definition and Scope. Social Work: Definition, Values and Principles – Purpose - Fields and Methods – Code of Ethics and Social workers – Skills and Roles.

Social Case Work Counselling: Definition – Purpose, Principles – Process (Intake, Study, Treatment, Evaluation, Termination) – Role and Skills - Recording in Case Work (Genogram and Eco-Map) – Counselling: Definition, Process - Interviewing, Effective Listening, Assessment, Empathy, Problem solving – Therapeutic Techniques: Psychoanalysis, Person-centered, Transaction Analysis, Cognitive Behavior Therapy.

Social Group Work: Definition – Purpose – Principles – Stages of Group Development (Forming, Norming, Storming, Performing) – Group Dynamics (Sub-Groups, Isolation, Rejection, Scape Goating, Group Think) – Process of Group Work (Beginning, Middle and Termination).

Social Research: Definition – Objectives – scope – Approaches (Quantitative and Qualitative) – Research Process: Research Formulation – Review of Literature – Hypothesis – Sampling (Probability and non-Probability Methods) – Methods of Data Collection (Interview, Focus Group Discussion) – Analysis and Reporting.

UNIT – IV

SOCIAL WELFARE: Social Welfare Administration: Definition – Objectives – Principles – General Administration (Staffing, Supervision, Office Management, Public Relations, Record Maintenance, Infrastructure) – Financial Administration (Budgeting, Fund Raising, Accounting and Auditing, Annual Report).

Correctional Administration: Prison: Purpose of imprisonment- Psycho Social Impact of Imprisonment – Role of Social Worker: Welfare Activities – Education – Vocational Training – Recreation – Counselling – Rehabilitation – Probation – Parole – After Care Services. Children in Conflict with Law (Juvenile Delinquent): Definition – Causes – Juvenile Justice System – Observation Homes – Juvenile Homes – Rehabilitation – Child Welfare Committee.

Human Rights: Definition – Universal Declaration of Human Rights – Indian Constitution (Fundamental Rights and Directive Principles of State Policy) – International Conventions – UN Commission for Human Rights – National and State Commission for Human Rights.

NGOs: Definition, Objectives and Scope – Types (NGO, NPO, INGO, CBO), Activities (Service Delivery, Relief, Rehabilitation, Capacity – Building, Advocacy) – Advantages and Limitations of NGOs. Target Groups: Families, Children, Youth, Elderly, Mentally ill, Disabled, Women, Dalits, Tribal Persons, Chronically ill.

SOCIAL SCIENCE

UNIT - V

Social Science as an approach to the study of Society - Structural, Functional and Conflict perspectives in understanding society. Social Stratification and Social Mobility; Individual and Society, Socialization; Caste and class in India, Changing patterns in society, social control as a process, agents of social control, social change and social movements specific to Tamil Nadu, gender roles. Culture - definition, components of

culture - material and non-material, role and functions of culture, cultural lag, folkways, mores, values and norms, Social Issues - Unemployment, Corruption, Violence, Violence against women and children, gender discrimination, domestic violence, juvenile delinquency, child abuse, migration and displacement, problems of refugees.

UNIT - VI

Social Psychology: Definition and meaning, Personality- definition, theories related to structure and development of personality.

Economics: State Programmes for rural, urban and tribal development, Impact of Globalization on development in India, Role of Panchayat Raj institutions in Tamil Nadu in the development process, Role and contribution of NGOs in development. Approaches in development, Indicators of Development.

Political Science: Need and importance, types of social policy, Constitution as a major source of policy planning in India. Major policies related to health, women, children, youth and environment.

SOCIOLOGY

UNIT – VII

SOCIAL INSTITUTIONS: Family: Functions of the Family – Matriarchal Family – Patriarchal Family – Joint Family – Nuclear Family – Changing Trends in the family system.

Marriage: Functions of marriage – Forms of marriage: Polygyny, Polyandry, Monogamy, Endogamy, Exogamy

Social Groups: Meaning and Characteristics of Social groups – Classification of Social groups and their importance – In-groups and Out groups – Primary and Secondary groups – Reference groups – Peer groups

Socialization: Meaning of Socialization – Primary Socialization – Anticipatory Socialization – Adult Socialization – Re-socialization – Agencies of Socialization

Social Control: Informal Means of Social Control: Folkways – Mores – Customs – Sanctions – Values – Public opinion, Formal Means of Social Control: Social Legislation – education

UNIT - VIII

SOCIAL PROBLEMS: Definition and Characteristics-Social Disorganization - Characteristics of Social Disorganization - Causes of Social Disorganization- Difference

between Social problem and Social disorganization - Approaches to social problems – deviance – labeling –disorganization - subculture.

Socio cultural problems: AIDS - Alcoholisms and Drug addiction - prostitution, beggary – causes – consequences - remedial measures

Problems of vulnerable groups: Child marriage - female infanticide - sex selective abortion - dowry deaths - Rape – Domestic Violence

Policies for prevention and welfare measures: Child welfare - Youth welfare -Welfare of the aged and disabled - Government, NGO's and community role in prevention and reducing social problems.

CRIMINOLOGY

UNIT- IX

Ecology of Crime – Theories of Crime – Criminal behavior, Psychological approach, heredity, delinquency –Punishment Theories, Group Conflict Theory – Punishment: Concept, Scope and Techniques, Sentencing: Principles, Policies and Procedure-Correctional Manuals and rules: Prison Act, 1894; Prisoners Act,1950; Transfers of Prisoners Act, 1950, UN Standard Minimum Rules for Treatment of Prisoners - Prison systems, Juvenile Justice System, Probation System, Parole System, Classification of Prison and Prisoners, Prisoner's Rights, Treatment of Prisoners, Aftercare Programmes, Role of Governments (state and Central) in Prison Administration

UNIT – X

Socio-Psychological Process – Perception, Motivation, Attitudes, Stereotypes – Personal development Programme: Individual Accountability, System Accountability, Needs and interest of the individual in conflict with Law, dignity and intrinsic of Individual, Self improvement: highly dynamic – management of sensitive information, building community partnership, case management, Program delivery, individual / group / family Counselling, Community capacity building and advocacy (Individual and System), Assessment and treatment – Individuals in Sensitive and traumatic situations, Intervention Programmes, Psychology of reformation.

ANDRAGOGY

UNIT – XI

ADULT EDUCATION: Andragogy: Concept, Principles, Assumptions, Barriers and Motivators. Difference between Andragogy and Pedagogy. Adult education – Concept and Definition, Principles – Types – Training Methods in Adult Education: Lecture,

Discussion, Demonstration, Role Play, Games and Simulation, Brain Storming, Field Trip, Case Studies, Questions and Answer, Problem Solving Projects, Assignment and Seminars. Mass media for Adult Education – Radio, film, Press, Television.

Alternative Learning system: Concept and Need – Non-Formal Education – Adult Education – Continuing Education – Open Schools – distance Education – Online Education- Inservice Education – Community Colleges and their Impact. Vocational Education: Need and Importance – Technical and Non-Technical Vocations.

Extension Education: Definition – Functions of Extension Education – Approaches - Extension Education and Development – Methods of Extension Education (Field Demonstration, Folk Arts, ICT) – Rural Technology Dissemination – Participatory Methods (PRA). Role of NGOs.

Role of Government: Constitutional Provisions – Adult Education in Five year plans - National Policy on Education - National Literacy Mission and National Adult Education Programme (NAEP): Objectives, Strategies, Achievements and areas of concern.

UNIT – XII

FIELDS OF ADULT EDUCATION : Environmental Education: Need and Importance – Environmental Resources – Environmental Hazards and Disasters - Environmental Pollution (Air, Water, Soil, Sound).

Population Education: Need and Importance – Themes in Population Education (Fertility, Migration, Employment, Literacy, Enrolment, Reproductive Health) – National Family Health Survey – Census Survey – Government Policy Schemes.

Human Rights Education: Need and Importance- Classification of Human Rights (Economic, Cultural, Civil and Political Rights)- National Human Rights Commission – state Human Rights Commission – National Commission for Women, Minorities, S.C & S.T, Children.

Guidance and Counselling: Need and Importance, Process –Guidance for Adult Learning and Socio- Emotional Development of Adults –Life Skills – Counselling Techniques and Skills – Role of Counsellor.

Consumer and Legal Awareness: Need and Importance, Consumer Rights, Role of Mass media, Consumer Protection Act (1986), Public Interest Litigation, Legal Aid. Right to Information Act, 2005.