



DEPARTMENT OF SOCIAL WORK

UNIVERSITY OF THE PUNJAB, QUAID-I-AZAM CAMPUS, LAHORE

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Dated 25/04/2014

Ref. No. DI/ 243 /SW

The Controller of Examination
University of the Punjab
Lahore

Subject:

COURSE CONTENTS OF M.SC. SOCIAL WORK FOR PART-I ANNUAL EXAMINATION 2014
AND PART-II ANNUAL EXAMINATION 2015

Dear Sir,

Reference above cited subject, please find attached herewith the course contents of M.Sc. Social Work for Part-I Annual Examination 2014 and Part-II Annual Examination 2015.

Thanking you.

Sincerely yours,

BUSHRA NAHEED
Incharge

SCHEME OF STUDY FOR M.SC. SOCIAL WORK 2013-2015

PART-I

| PAPER | SUBJECT NAME | MARKS |
|---------------------------|--|--------------|
| PAPER-I | SOCIAL CASE WORK | 50 |
| PAPER- II | SOCIAL GROUP WORK | 50 |
| PAPER-III | COMMUNITY DEVELOPMENT & ORGANIZATION | 50 |
| PAPER-IV | SOCIAL RESEARCH METHODS-I | 50 |
| PAPER-V | INTRODUCTORY ECONOMICS FOR SOCIAL WORKERS | 50 |
| PAPER-VI | SOCIOLOGY OF CULTURE & SOCIAL INSTITUTIONS | 50 |
| PAPER-VII | HUMAN GROWTH & BEHAVIOR | 50 |
| PAPER-VIII | HISTORY & PHILOSOPHY OF SOCIAL WORK | 50 |
| PAPER-IX | SOCIAL ACTION | 50 |
| PAPER-X | GENDER & DEVELOPMENT | 50 |
| PAPER-XI | FIELD WORK PRACTICUM-I | 100 |
| TOTAL MARKS PART-I | | 600 |

PART-II

| PAPER | SUBJECT NAME | MARKS |
|----------------------------|---|--------------|
| PAPER-I | SOCIAL POLICY, PLANNING & WELFARE ADMINISTRATION | 50 |
| PAPER- II | SOCIAL RESEARCH METHODS II | 50 |
| PAPER-III | SOCIAL STATISTICS & COMPUTER APPLICATION | 50 |
| PAPER-IV | SOCIAL LEGISLATION | 50 |
| PAPER-V | NGO MANAGEMENT & LEADERSHIP | 50 |
| PAPER-VI | MEDICAL & PSYCHIATRIC SOCIAL WORK | 50 |
| PAPER-VII | POPULATION PLANNING / HUMAN RIGHTS (OPTIONAL) | 50 |
| PAPER-VIII | FIELD WORK PRACTICUM-II | 100 |
| PAPER-IX | FIELD WORK PRACTICUM-III (RURAL COMMUNITY DEVELOPMENT TRAINING) | 50 |
| PAPER-X | RESEARCH THESIS | 100 |
| TOTAL MARKS PART-II | | 600 |

OPTIONAL COURSES:

MEDICAL & PSYCHIATRIC SOCIAL WORK , CHILD PROTECTION, HUMAN RIGHTS, GERONTOLOGY, SOCIAL DEFENCE AND CORRECTIONAL SERVICES, LABOUR WELFARE AND INDUSTRIAL RELATIONS, SOCIAL REHABILITATION, SOCIAL DEVELOPMENT, POVERTY REDUCTION,

**SCHEME OF STUDY FOR M.SC. SOCIAL WORK FROM SESSION
2013-2015**

M.SC. SOCIAL WORK PART-I

| PAPER | SUBJECT NAME | MARKS |
|---------------------------|--|--------------|
| PAPER-I | SOCIAL CASE WORK | 50 |
| PAPER- II | SOCIAL GROUP WORK | 50 |
| PAPER-III | COMMUNITY DEVELOPMENT & ORGANIZATION | 50 |
| PAPER-IV | SOCIAL RESEARCH METHODS-I | 50 |
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| PAPER-VIII | HISTORY & PHILOSOPHY OF SOCIAL WORK | 50 |
| PAPER-IX | SOCIAL ACTION | 50 |
| PAPER-X | GENDER & DEVELOPMENT | 50 |
| PAPER-XI | FIELD WORK PRACTICUM-I | 100 |
| TOTAL MARKS PART-I | | 600 |

PAPER-I

Course Title: **SOCIAL CASE WORK**

The course is designed to give the students information on Social Case Work process, basic concepts involved and its scientific basis. There will be discussion on client-case worker relationship, diagnosis and treatment process, inter-viewing techniques and tools like recording and its types. It also involves discussion on authority and its use in Social Case Work etc.

Contents:

1. SOCIAL CASE WORK

- Definition and description of case work, basic concepts
- Goals/objectives and its subject matter.

2. INTERVIEW IN SOCIAL CASE WORK

- Definition Objectives
- Essential condition of good interview
- Techniques of interview

3. PRINCIPLES OF SOCIAL CASE WORK

- Principle of request
- Principle of acceptance
- Principle of Participation
- Principle of confidentially
- Principle of Self Determination
- Principle of Individualization
- Principle of communication
- Principle of Case Worker's Self Awareness.

4. PREREQUISITES OF SOCIAL CASE WORK

- Person
- Problem
- Place
- Process
- Professional

5. SOCIAL CASE WORK PROCESS

- Psychosocial study
- Diagnosis
- Treatment

6. Professional Relationship

7. Recording of Social Case Work, functions and types of recording

8. Techniques of Social Case Work

9. Authority and its use in Social Case Work

10. Fields of practice in Social Case Work and role of the caseworker in each field

11. Counseling, different stages and theories of counseling

12. Communication skills in Social case Work

RECOMMENDED BOOKS:

APSW. (1956). *The boundaries of casework*. London: APSW.

Bartlett, H. M. (1940). *Some aspects of social casework in a medical settings*. Chicago: AAMSW.

Biestek, F. P. (1976). *The casework relationship*. London: George Allen.

Davison, E. H. (1965). *Social casework*. London: Baillier.

Forder, A. (1966). *Social casework and administration*. London: Faber and Faber.

gray, M. (2010). *Social casework*. Hampshire: Palgrave.

Hollis, F. (1939). *Social casework in Practice*. New York: Family Welfar Association.

- Hunt, J. M. (1950). *Measuring results in social casework*. New York: Family Service Association.
- Kasius, C. (1960). *Social casework in fifties*. New York: Family Service Association.
- Mathew, G. (1992). *An introduction to social casework*. Bombay: ISS.
- Moffett, J. (1968). *Concepts in casework treatment*. London: Routledge.
- Paradise, V. (1948). *Toward public understanding of casework*. New York: Russel.
- Perlman, H. H. (1957). *Social casework*. Chicago: University of Chicago.
- Ried, W. J. (1969). *Brief and extended casework*. London: IASS.
- Timms, N. (1965). *Social casework*. London: Routledge.

SOCIAL GROUP WORK

AIM & OBJECTIVE OF THE COURSE

The course is aimed to equip students with understanding & insight into nature & types of groups. It will enable students to apply professional skills, techniques, methods & approaches to organize and develop groups for their betterment and to bring about social change. The objectives of the course are:

1. To help the students understand the importance of worker group relationship and dynamics of group life and use the knowledge in directing group interactions.
2. To help the students understand the techniques and skills for meeting individual and group needs and apply their knowledge in real group situations during their fieldwork.

COURSE CONTENTS:

1. Definition, characteristics and objectives of group work. Types of groups.
2. History, Nature, aims and goals.
3. Need for social group work and its importance.
4. Importance of group life in Islam and planned group experience: Significance of group life, its social and psychological implications. Group as a media for achievement, change, stability, satisfying human needs and for personality growth.
5. Group formation and various stages of group development.
6. Functions of Social Group Work: Preventive curative, rehabilitative educational, promotional and developmental.

- 5
7. Theories, Principles and processes of Social Group Work.
 8. Group Work Process (Diagnosis treatment and evaluation plan in Social Group Work).
 9. Programme planning in social group work. Elements and techniques of programme planning. Role of Social Worker in programme planning.
 10. Social Group Work agencies and group work practice within various fields and settings, institution for children, aged, prisoners delinquents, medical and psychiatric settings.
 11. Social Group Worker, Role and Functions.
 12. Recording in Social Group Work.
 13. Leadership in Group Work.
 14. Issues and trends in Social Group Work in Pakistan.

Recommended/Reference Books for Social Group Work

1. Association for the Advancement of Social Work with Groups. (2006) Standards for social work practice with groups. Virginia: AASWG, Inc.
2. Breton, M. (2005). Learning from social group work traditions. *Social work with groups*, 28 (3/4).
3. Cohen, C.S. (1995) Making it happen: From great idea to successful support group program.
4. Cournoyer, B.R. (2004) The (2nd Ed.). New York: Haworth Press. evidence-based social work (EBSW) skills book. Boston, MA: Allyn and Bacon.
5. Cournoyer, B.R., Powers, G.T. (2002). Evidence-based social work: The quiet revolution continues. In Roberts, A.R., Greene, G.J. (Eds.). *Social workers' desk reference*. New York: Oxford University Press.
6. Course Reader. (2009). University of Waterloo.
7. Doel, M. (2009). Assessing skills in groupwork: A program of continuing professional development. In Cohen, C.S., Philips, M.H.,
8. Doel, M., Swadon, C. (2001) What makes for successful group work? A survey of agencies in the UK. *British journal of social work*, 31, 437-463.
9. Galinsky, M.J., Schopler, J.H. (1985). Patterns of entry and exit in open-ended groups.
10. Galinsky, M.J., Schopler, J.H. (1989). Developmental patterns in open-ended groups.
11. Garland, J., Jones, H.E., Kolodny, R. (1976) A model for stages of development in social work groups. In S. Bernstein (Ed.), *Explorations in group work: Essays in theory in practice*. Boston: Charles River Books, Inc.
12. Gibbs, L., Gambrill, E. (2002). Evidence-based practice: Counterarguments to objections. *Research on social work practice*, 12(1), 452-476.
13. Gilgun, J.F. (2005) The four cornerstones of evidence-based practice in social work. *Research on social work practice*, 12(1).

14. Gitterman, A. (2004) The mutual aid model. In Garvin, C.D., Gutierrez, L.M., Galinsky, M.J., (Eds.). *Handbook of social work with groups*. New York: The Guilford Press.
15. Glassman, U., Kates, L. (1990). Chapters 1 and 2: Humanistic values and democratic norms. In Glassman, U., Kates, L. *Group work: A humanistic approach*. London: Sage.
16. Gumpert, J. & Black, P.N. (2006). Ethical issues in group work: What are they? How are they managed? *Social Work with Groups*, 28(4).
17. Hannah, P.V. (2000) Preparing members for the expectations of social work with groups: An approach to the preparatory interview.
18. Hanson, M. (Eds.) *Strength and diversity in social work with groups*. Think group. New York: Routledge.
19. Higgins, J.P.T., Green, S. (2005). *Cochrane handbook for systematic reviews of interventions* 4.2.5 . (updated May 2005). Retrieved
20. Howard, M.O., McMillan, C.J., Pollio, D.E. (2003). Teaching evidence-based practice: Toward a new paradigm for social work education. *Research on social work practice*, 12(2).
21. Konopka, G. (1954) *Group Work in Institution*, New York: Associate Press.
22. Kurland, R., Salmon, R. (2005). Group work vs casework in a group: Principles and implications for teaching and practice. *Social work with groups*.
23. Letendre, J. (2007). Take your time and give it more: Supports and constraints to success in curricular school based groups.
24. Letendre, J., Vozzo Gaillard, B., Spath, R. (2009). Getting the job done: Use of the work group for agency change.
25. Macgowan, Mark J. (2008). *A guide to evidence-based group work*. New York: Oxford University Press.
26. Mesbur, E.S. (2002) Social group work practice: The Canadian experience. In F.J. Turner (Ed.), *Social work practice: A Canadian perspective*. Toronto: Pearson Education Canada Inc.
27. Mesbur, E.S., Sullivan, N.E. (2005). Groupwork. In P.H. Stuart (Ed.) *Encyclopedia of social welfare history in North America*. Thousand Oaks, CA: Sage Publications. pp. 150&endash;151.
28. Northen, H. (2006). Ethics and values in group work. In Garvin, C.D., Gutierrez, L.M., Galinsky, M.J. (Eds.) *Handbook of social work with groups*. New York: The Guilford Press.
29. Nosko, A., Wallace, R. (1997) Female/male co-leaderships in groups. *Social work with groups*.
30. Pollio, D.E. (2002). The evidence-based group worker. *Social work with groups*, 25(4).
31. Pollio, D.E. (2006). The art of evidence-based practice. *Research on social work practice*, 16(2).
32. Roe-Sepowitz, D., Pate, K.N., Bedard, L.E., Greenwald, M. (2009). A trauma-based group intervention for incarcerated girls. *Social work with groups*.
33. Schopler, J., Galinsky, M. (1985) The open ended group. 2nd edition. In M. Sundel et al. (Eds.), *Individual change through small groups*. New York: The Free Press.

34. Shulman, L. (2006) Chapter 10: The beginning phase in the group. In L. Shulman, the skills of helping individuals, families, groups, and communities (5th Ed.) Canada: Thompson.
35. Sloane, C. (2003) How did we get here? The importance of sharing with members the reasons for a group's formation and the history of its development. Social work with groups.
36. Steinberg, D.M. (2004) Chapter 1: The mutual-aid approach to social work with groups. In Steinberg, D.M., The mutual-aid approach to working with groups (2nd Ed.). New York: Haworth Press.
37. Sullivan, N.E., Mesbur, E.S. (2005) Groupwork practice. In F.J. Turner (Ed.), Encyclopedia of Canadian Social Work. Waterloo, ON: Wilfrid Laurier University Press.

PAPER-III

Course Title: **Community Development and Organization**

Aims:

The course is aimed to equip students with understanding & insight into nature & types of communities. It will enable students to apply professional community development and organization skills, techniques, methods & approaches to organize and develop communities for their betterment and to bring about social change.

Course Contents:**Community**

1. Definition and description of community
2. Types of community and characteristics of each
3. Sociological criteria of a good community

Community Development

4. Community development (definition and description)
5. Philosophy of community development
6. Goals and objectives of community development
7. Scope of community development
8. Principles of community development
9. Approaches of community development
 - I. Single function / External agent approach
 - II. Multiple approach
 - III. Exploitive oriented approach
 - IV. Process oriented approach

- V. Therapy oriented approach
- 10. Phases/ steps of community development
 - I. Study
 - II. Planning
 - III. Implementation
 - IV. Evaluation
- 11. Role and qualities of the community practitioner
- 12. Community leadership (definition, barriers and challenges, qualities and role of a community leader)
- 13. Committee (elements, functions, reasons for the failure, role of the chairperson)
- 14. Conflict (causes, types, role of professional worker in conflict resolution)
- 15. Pre-requisites of voluntary action
 - I. Discontentment
 - II. Participation
 - III. Motivation
 - IV. Coordination
- 16. Social welfare agencies and types
- 17. Non-governmental organizations (structures and functions)
- 18. Community partnership
- 19. Rural and urban community development (a comparison)
- 20. Role of community development in national development

21. Sustainable development

22. Successful models of community development like Orangi, Pilot Project and AKRSP

Community Organization

Definition and description of community organization

23. Aims and objectives of community organization

24. Methods/ functions of community organization

I. Programming

II. Coordination and integration

III. Education and promotion

IV. Financing

25. Community development and organization : similarities and differences

Books Recommended

1. Panayiotopolous, P and Capp, G., 2001, World development, Pluto press.
2. Hadley, R., Cooper, M., Dale, P. and Stacy. G., 1987, A community social worker handbook, Tavistock publishers London.
3. Shah, M. K. and Guijt, I. 1998, The Myth of community gender issues in participatory development intermediate technology press.
4. David W. Minar & Greer Scot, 1969, the concept of community reading with interpretations, Aldine publishing company, Chicago, Pp. 140.
5. Arthur Dunham, 1958, Community welfare organization principles techniques and practices Thomas, Y. Crowell Company, New York, p-14.
6. Prof. Abdul Hameed Taga, 1999, Sociology & Problems, Abdul Hameed & Sons publishers Lahore.
7. Prof. Abdul Hameed 1988, An introduction to sociology, p. 10.

8. Muhammad Khalid, 1996 Social work theory & practice published by Kifayat Academy Karachi Lahore.
9. Mohammad Iqbal Chaudhary, 1996 Pakistan society published by Kifayat academy Karachi, Lahore.
10. Dr. S. Zari Rafiq, 1987 community development principles and techniques social work department Peshwar University, Peshwar, NWFP.
11. Ali Lzetbegonic Alija, 1984-1994, Islam Between East & West Printed in USA 3rd Edition p-170.
12. Lane E. Hold Croft, 1984, The Rise and Fall of community development, 1950-65 in C.K. Excher & JM staag (eds) Agricultural development in the third world, pp. 46-56.
13. Con Moser, 1989, Community participation in Urban Projects in the third world progress in planning vol: 32 part – 21
14. Dunhan, Arthour, Community welfare organization. A book of reading itasea, Illiois, P.E. Peacock.
15. Dunhan Arthour Etal (ed). Community organization in action New York: Association press.
16. Grosser, Charles, F. New Direction in community organization from enabling to advocacy London Pareger publisher 1975.
17. Government of Pakistan the sixth year plan.
18. Government of the Punjab Evaluation report on slums projects (UNICEF aided) Part I Lahore planning and development department.
19. Government of the Punjab development plan of katchi abadi iqbal Park Lahore Planning and development department 1981.
20. Government of the Punjab Community development in katchi abadi slums project Lahore planning and development department 1981.
21. National Council of social welfare socio economic conditions families in katchi abadi Gujjarpura, Lahore Islamabad National council of social welfare 1984.
22. Qadeer A. Muhammad Lahore wrbwn development in the third world Lahore vanguard book ltd. 1983.
23. UNICEF urban examples for basic services development in cities UNICEF Oct 1984.

SOCIAL RESEARCH METHODS (Part-I)

AIMS

The course is aimed to equip students with understanding & insight into Social Research Methods and its Significance for Social Work Profession. It will enable the students to formulate Research Design, conduct Research and Social Surveys, interpret, analyze and present data.

OBJECTIVES

The course is designed to impart:

1. Knowledge about social research, its scope, nature and importance in Social Work Practice.
2. Formulation of research design, conducting research and social surveys, interpreting, analysis and scientific presentation of data.

SYLLABUS/ CONTENTS

- I. Objectives of Research Curriculum.
- II. Importance of Social Research.
- III. Scientific Method and its characteristics.
- IV. Social Research: Social Work Research and its functions.
- V. Major steps or phases in scientific research.
- VI. Problems in Social Research.
- VII. Social Surveys.
- VIII. Methods of Social Research.
- IX. Pure and applied research.
- X. Place of Values in Science
- XI. Concepts
- XII. Hypotheses.
- XIII. Facts and Theory.

TOOLS OF DATA COLLECTION.

- Interview Schedule
- Questionnaire
- Interview Guide
- Observation,
- Participant observation.

BOOKS RECOMMENDED (PART - I)

1. David, E. Gray. (2004). Doing research in the Real World. London: Sage Publications.
2. Drew, Clifford. J.(1996). Designing and Conducting Research. Boston: Allyn and Bacon.
3. Ghosh, B.N.(1992).Scientific Methods and Social Research. New Delhi: Stelring Press.
4. Good and Hatt.(1952). Methods in Social Research. New York: Macgraw Hill.
5. Goode, W.J. Hell.(Hall.(1952). Methods in Social Research. New York: MC Graw Hill Book Co.
6. Grag, Bhanwer. Lal.(2002). An Introduction to Research Methodology. Jaipur: RB SA.
7. Gregory, Ian.(2003).Ethics in Research. London: Continuum.
8. Hailry, Coombe. (2001). Research Using IT. Hampshire: Palgrave.
9. Jahoda, Dentch and Cook.(1952). Research Methods in Social Relations. New York: Holt Rine Hart.
- 10.Judy, L. Krysik. (2010). Research for Effective Social Work Practice. New York: Routedge.
- 11.Kothry.(1990).Research Methodology. New Delhi: Sage Publications.
- 12.Labovits, Sanford. (1976). Introduction to Research. New York: Mc Graw Hill.
- 13.Lin, Nan. (1976). Foundations of Social Research. New York: Mc Graw Hill.
- 14.Moser, C.A.(1955). Survey Methods in Social Investigation. London: Heinemann Educational Book Ltd.
- 15.Norman, Palansky.(1960). Social Work Research. Chicago: University of Chicago.
- 16.Pauline & Young.(1956). Scientific Social Survey and Research. New York: Prentice-Hall.
- 17.Rath, Shidra.(1991). Methods in Social Research. New Delhi: Daya Publishing.

Paper-V

Course: **Introductory Economics for Social Workers (M.Sc. Social Work)**

Aims:-

This course will focus on the economics of development. It will highlight essential principles and concepts of economics that are particularly relevant for understanding development problems which will provide the students a way of thinking that is applicable to the analysis of Social welfare issues.

Objectives:

- To enable students to learn basic economics from development point of view which are essential to understand the socio economic system of a country.
- It will recognize the necessity of treating the problems of development and underdevelopment from an institution and structural as well as an economic perspective, with appropriate understanding to general economics principles and policies.
- It will consider the many economic, social and institutional problems of underdevelopment as closely interrelated and requiring simultaneous and coordinated approaches to their solution at both the national and International levels.

Contents:

- Why to Study Economics (significance of economics)
- Definitions of Economics
- How the economics as whole works (micro vs macro economics)

- Economic development
 - Meaning and definitions
 - Traditional measurement of Economic Development
 - Modern measurement of Economic Development
 - Essentials of Economic Development
 - Factors governing Economic Development
 - Main obstacles to Economic Development
 - Indicators of Economic Development
- Policy and Problems (Domestic)
 - Unemployment
 - Poverty
 - Inflation
 - Income distribution
 - Population growth
- Problems and Policies (International)
 - Trade
 - Balance of payment
 - Debt crisis
- Salient features of Pakistan's Economy
- National Income (Concept, Significance, Measurement)
- GDP and Economic wellbeing
- Growth vs Deveopment
- Human Capital and Economic Development with reference to education and health
- Agriculture Sector and Economic Development
- Industrial Sector and Economic Development
- Concept and Definition of underdevelopment
- Characteristics of underdeveloped countries

- Macro Economic Policies
- Fiscal
- Monetary
- Trade Policies

Text Book References:

- Agarwal, A.N. & Singh, S.B (n.d). The Economics of underdevelopment. New York: Oxford University Press.
- Bhatti, A.A, (2006). Development Economics. Lahore: Azeem Publishers.
- Mc Kenzie, Richard. B, (1990) "Economics". Boston: Houghton Mifflin Company.
- Saeed Amjad Khawaja, (2010) "Pakistan Economy". Carvan Publishers
- Shahid. A. Hamid, (2008) "Major Issues in Pakistan Economy". Lahore: Ilmi Kitab Khana.
- Todaro. P. Micheael, (1997). Economic Development. New York: New York University Press.

PAPER- VI

Course Title: **Sociology of Culture and Social Institutions**

Introduction of Sociology for Social Workers

1. Definitions of Sociology
2. Types of Sociology
3. What Sociologists do?
4. Uses of Sociology
5. Sociology and other Social Sciences
6. Importance of Sociological Knowledge for Social Workers.

Sociological Concepts**1. Social Interaction**

- Definitions
- Types of Social Interaction
- Forms of Social Interaction
- Measurement of Social interaction

2. Society

- Definitions
- Characteristics of Society
- Types of Society

3. Social Status and Social Role

- Definitions
- Types of Social Status and Social Roles

4. Culture

- Definitions
- Characteristics of Culture
- Types of Culture
- Elements of Culture Norms (Folkways, Mores & Laws), Values and Beliefs.
- Cultural Concepts: Cultural Relativism, Cultural Integration, Sub-Culture and Cultural Lag.

- Functions of Culture for individuals and groups and its impact upon human personality.
- Analysis of Pakistani Culture with emphasis upon cultural elements that are conducive to Development and those that hinder Progress.

5. Social Institutions

- Definitions
- Nature of Social Institutions
- Characteristics of Social Institutions
- Types of Institutions
- General Functions of an Institution

5.1 Family Institutions

- Definitions
- Types of Family
- Functions of Family
- Changing Gender Roles in Families
- Reasons for decline of Family Institution
- Globalization and its impact on Family Institution

5.2 Educational Institutions

- Definitions
- Types of Education
- Functions of Education
- Problems of Educational Institution in Pakistan

5.3 Religious Institutions

- Definitions
- Elements of Religion

- Functions of Religion

5.4 Economic Institutions

- Definitions
- Functions of Economic Institution

5.5 Political Institutions

- Definitions
- Functions of Political Institution

5.6 Recreational Institutions

- Rural Recreational Activities in Pakistan
- Urban Recreational Activities in Pakistan

6. Social Processes

- Definitions
- Types of Social Processes

6.1 Competition

- Definitions
- Forms of Competition
- Functions of Competition
- Advantages and Disadvantages of Competition

6.2 Cooperation

- Importance of Cooperation
- Culture's Role in promoting Cooperation
- Forms of Cooperation
- Advantages and Drawbacks of Cooperation

6.3 Accommodation

- Definitions
- Forms of Accommodation

6.4 Assimilation

- Characteristics or Forms of Assimilation
- Factors affecting the speed of Assimilation

6.5 Conflict

- Types of Conflict
- Forms of Conflict
- Functions of Conflict

7. Socialization

- Definitions
- Functions of Socialization
- Factors affecting Socialization Process
- Agents of Socialization

8. Ethnocentrism

- Definitions
- Society and Ethnocentrism
- Merits and Demerits of Ethnocentrism

9. Social Organization and Social Disorganization

- Definitions of Social Organization
- Social Organization and Social Structure

- Definitions of Social Disorganization
- Symptoms of Disorganization
- Forms of Social Disorganization
 - Individual Disorganization
 - Family Disorganization
 - Community and National Disorganization
 - International Disorganization

10. Social Change

- Definitions
- Types of Change
- Causes or Sources of Social Change
- Factors that hinder the Process of Social Change
- Effects of Social Change

11. Stratification

- Definition
- Dimensions of Social Stratification (Power, Prestige, Property)
- Measuring Social Classes
 - The Subjective Approach
 - The Objective Approach
 - Life Chances
 - Life Expectancy
 - Health
 - Education
 - Justice
 - Life Styles
 - Values, Beliefs and Goals.
 - Social Mobility.

Recommended Books:

- Bogardes, E. S. (1961). *Sociology* (4th ed.). New York: The Macmillan Company.
- Brinkerhoff, B. D., White, L. K. & Riedmann, A. C. (1997). *Sociology* (4th ed.). Belmont, CA:
- Broom, S. (1958). *Sociology* (2nd ed.). New York: Row, Peterson and Company.
- Eshleman, J. R. & Cashion, B. G. (1985). *Sociology-an introduction*. Canada: Little, Brown and Company.
- Federico, R. C. (May 1979). *Sociology* (2nd ed.). Philippines: Addison-Wesley Publishing Company, Inc.
- Guerrero, A. L. (2005). *Social Problems: Community, Policy, and Social Action*. New Delhi: Sage Publications India Pvt. Ltd.
- Hess, B. B., Markson, W. E. & Stein, P. J. (1988). *Sociology*. New York: Macmillan Publishing Company.
- Ogburn, W. F. & Nimkoff, M. F. (1958). *Sociology* (3rd ed.). Boston: Houghton Mifflin Company. The Riverside Press Cambridge.
- Phillips, B. (1979). *Sociology-From concepts to practice*. U. S. A: McGraw Hill, Inc.
- Sutherland, R. L. & Woodward, J. L. (1948). *Introductory Sociology*. U. S. A: J. B. Lippincott Company.
- Sellew, G., Furfy, P. H. & Gaughan, W. T. (1958). *An introduction to Sociology*. New York: Harper & Brothers, Publishers.
- Wadsworth Publishing Company.
- Wells, A. (1970). *Social Institutions*. London: Heinmann Educational Books Ltd
- Zanden, J. W. V. (1986). *Sociology – The core* (4th ed.). U. S. A: McGraw Hill, Inc.

Paper-VII

Course Title: **Human Growth & Behavior**

AIM & OBJECTIVE OF THE COURSE:

- The aim of the course is to enable the graduates of social work not only comprehend the personality structure of their client in practice of Social Work, but also interpret the personality dynamics both normal and abnormal of the client while working as team member in psychiatric settings.
- The course is designed to give the students background knowledge of the stages of normal growth of an individual. The concept of psychosocial development and the psychological dynamics that influence his life patterns with special emphasis on some basic assumptions about human behavior and motivation due emphasis is also given on the environmental influences and the role of significant people responsible for the socialization of the individual. It further gives an insight to the students about the development and functioning of human mind. Its adoptive patterns and mechanisms of defense of ego and the proper ways through which these can be resolved.
- To give the students knowledge about patterns and dynamics of human growth and development.
- To study the concept of psychosocial development of human being while highlighting the factors that influence and are cause and consequences of normal structure of the personality development in this context.
- Give insight about the psychological dynamics of problems at different age level.

COURSE CONTENTS

I. First hand information and understanding about human being as subject matter for social development in persuasion of the cause of Social Welfare.

II. How knowledge of Psychology is helpful for a Social Worker

- Justification on different grounds in context of practice of Social Work

III. Human Growth and Development

- As process meaning concept
- Nature of Human Growth
- Types of the changes as constituents of Growth as process
- Factors which influence Human Growth as process
- Phases/Periods of Human Growth and Development
- Principles of Human Growth and Development
- Nature vs Nurture

IV. Human Behaviour

- Concept of Human Behaviour
- Forces/Factors involved
- Basic assumptions about Human Behaviour

V. Modern Theories of Personality

- Theory presented by Sigmund Freud
- Theory presented by Erick Erickson

VI. Defense Mechanisms of the Ego.

- Meaning, concept and utility of various defense mechanisms
- Emergence of a defense mechanisms
- Type/nature, manifestations and resolving of different mechanisms
- Study of different defense mechanisms being adopted at different age level both in male and female

VII. Mental Illness.

- Introduction
- Nature, causes, symptoms
- Kinds/Types of Mental Illness
- Neurosis
- Nature, causes, symptoms
- Forms of Neurosis
- Psychosis
- Nature, causes, symptoms
- Forms of Psychosis

RECOMMENDED BOOKS

- 1- Bassarid and Bell.(2000). *The Sociology of child development*. New Yrok: Harper.
- 2- Davidoff, Lindal L.(2000). *Introduction to psychology*. New York: Mcgraw Hill Company.
- 3-
- 4- English and Person.(1950). *Emotional problems of living*. New York: Norton.
- 5- Engler, Barbara.(2002). *Theories of Personality development*. Lodnon: Macgraw Hill Compan.
- 6- Gareison, Karl C. (1960). *Growth and development*.
- 7- Haimowitz, Morris L. *Human development: Slected readings*. New York: Mcgraw Hill Company.
- 8- Hall and Lindsey. (1960). *The cries of personality*. New York: John Wiley.
- 9- Half, Calvin.(1956). *A premier of Freudian Psychology*. New York: Mcgraw Hill Company.
- 10- Hurlock, E.B.(1956). *Adolescent development*. New York: Mcgraw Hill Company.
- 11- Hurlock, E.B.(1956). *Child development*. New York: Mcgraw Hill Company.
- 12- Irance, Jossilyne. (1955). *The psychological development of children*. New York: Mcgraw Hill Company.
- 13- Irance, Jossilyne. (1955). *The psychological development of children*. New York: David Mc Kay.
- 14- Irance, Jossilyne. (1955). *The happy child*. New York: Mcgraw Hill Company.
- 15- Pkunas, Justia. *Human development: A science of growth*. New York: Mcgraw Hill Company.
- 16- Rayner, Eric. (1955) . *Human development*. London: George Allen.

PAPER VIII

Course Title: **History and Philosophy of Social Work**

Course outline

Objectives

This course lays foundation for students to understand Social Work knowledge, practice and profession. It is designed to impart knowledge of philosophical value base of social work in students along with Islamic philosophy and social work. Course will throw light on traces of historical development of the profession discussing British and American tradition and then its growth as profession in Pakistan. There will also be a discussion on social work practice, theories, fields and emerging issues among others.

Course Contents

1. Social Work

- Definition key concepts and detailed discussion on definition
- Objective / purpose of social work
- Knowledge base of social work
- Relationship of social work with other social sciences
- Social work profession
- Social work practice approaches
- Qualities of social worker
- Role of social workers

2. Social Welfare

- Definition and discussion on definition
- Relationship between social work and social welfare
- Introduction to welfare models

3. Conceptual Framework of social work practice

- Knowledge base of social work
- Skills base of social work
- Value base of social work
- Code of ethics in social work practice

4. Islamic concepts of social work

- Islam and social work (common value base and philosophy)
- Socio – economic institutions in Islam

5. Evolution of social work

- Voluntary and professional social work (from charity to organized welfare activity)
- Social work in the Western world
- Historical development of social work in Pakistan
- Voluntary social welfare agencies

6. Social Welfare Programmes and services

7. Fields of Social Work

- Social Work with families
- Social Work with women
- Social Work with children
- Social Work with aged
- Social Work with youth
- Social Work with special populations
- Social Work with handicapped
- Social Work with juvenile delinquents / correctional services

8. Issues in Social Work

- Recognition
- Sanctions
- Training
- Literature
- Status
- Control and standardization of practice
- Professionalism

Recommended Books

Al Quran (English translation by Abdullah Yusuf Ali)

Alcock, P. (2001). *International social policy*, palgrave.

Barker, R. L. (1995). *The social work dictionary*. (3rd ed.). Silver spring, MD: National Association of social workers.

Coulshed, V. & Orme, J. (1998). *Social work practice: An introduction*. London: Macmillan.

Dean. H. (2006). *Social policy, polity*, Cambridge.

- Denies, M. (Eds.). (1997). *The Blackwell companion to social work*. United kingdom: Blackwell publishing.
- Ergusn, E.A. (1969). *Social work an introduction*. New York: Lippincoh.
- Emerson, G. (1949). *Social work as human relations*. United states: Columbia university press.
- Fink, A.C. (1971). *The field of social work*. (6th ed.). New York: Holt Rinehart.
- Friedlander, W.A. (1958). *Concepts and methods of social work*. United states: Prentice – Hall, Inc.
- Friedlander, W.A. (1958). *Introduction to social welfare*. New Jersey: prentice – Hall, Inc.
- Ghafur, M.A. & Mollah, M. (19??). *Social welfare*. Pubhali Parkashani, Dacca.
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- Hepworth, D. H., & Larsen, J. A. (1993). *Direct Social work Practice/: theory and skills*. United States: Brooks/Cole
- Hepworth, D. H., Rooney, R. H, & Larsen, L. (2002). *Direct Social Work Practice theory and skills*. United States: Brooks/Cole.
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- Alber. J & Gilbert, N. (2010). United In diversity? Comparing social models in Europe. (????).
- Johnsons, L. C. (1998). *Social work practice: A generalist approach*. Allyn and Baycon: United States.
- Khalid M. (2001). *Social work theory and practice*. Karachi: Kifayat Academy.
- Krist-Ashan, K. K. (2007). *Introduction on social work and social welfare: critical thinking perspective*. United states: Brooks/Cole.
- Kumar, H. (2005). *Social work and development issues*. Dehli: Aakar Books.
- Kumar, H. (2004). *Social work*. Dehli: Isha Books.
- Levart Marriane. (1995). *The welfare system: help or hindrance to poor*. Milbrrok press.
- Livingstone, A. S. (??). *Social work in Pakistan*. West Pakistan. Social welfare council, Lahore.

- Manzor, ud Din. (1976). *Meanings of social welfare in Pakistan as a developing country??*
- Morales, A & Sheafor, B. W. (1988). *Social work: a profession of many faces*. Boston: Allyn and baycon.
- Peas, B. & Fook, J. (Eds.). (1999). *Transforming social work practice: postmodern critical perspectives*. London: Rutledge.
- Planning Commission of Pakistan, Five year plans. Welfare section.
- Rehmatullah, S. (2002). *Social welfare in Pakistan*. Oxford: oxford university press.
- Saxena, A. (Ed.). (2006). *The encyclopedia of social welfare*. (2nd ed., Vols. I-II). New Dehli: SBS publishers.
- Smith, E. A. (??). *Social welfare: principles and concepts*. New York: association press.
- Social policy, (2008). *Themes and approaches (????)*
- Spicker, P. (1988). *Welfare state, principles (??)*
- Thakery, M. g. & Skidmore, R. K. (1964). *Introduction to social work*. New Jersey?: Prentice Hall.
- Thompson, N. (2009). *Practicing Social Work*. United States: Palgrave Macmillan.
- Timms, N. (1970). *Social Work* United kingdom: Rouledge & Kegan Pal.
- Turner, F. J. (????). *Theory and Socail work treatment*.
- Wienberger, P.E. (1969).. *Perspectives on social welfare*. London: McMillan.
- Zastrow, C. H. (2000). *The Practice of Social Work*. United states: Brooks/Cole publishing company.

PAPER IX

Course Title: **Social Action**

1. Social Action an Overview

- Problems facing Society
- Introduction to Social Action
- Social Action and Social Work
- Social Action as a method of Social Work
- Uses of Social Action in Social Work
- The Intrigue of Social Action
- Social Paradigm and Social Action

2. What is Social Action?

- Definitions of Social Action
- Beliefs of Social Action
- Characteristics of Social Action
- Elements of Social Action
- Strategy of Social Action
- Principles of Social Action
- Process of Social Action
- Types of Social Action
- Pre-requisites of Social Action
- Role of social agencies in Social Action
- Social Movement and Social Action

3. Instruments of Social Action

- **Volunteerism**
 - Role of Motivation
 - Why Does Volunteerism Occur
 - Motivations behind Volunteerism
 - Volunteerism, Community and Social Action
- **Mobilization**
 - Definition
 - Steps in Mobilization Process
 - Tools of Mobilization
 - Participatory Rural Appraisal (PRA).
 - Participatory Learning and Action (PLA).
- **Advocacy**
 - Definitions
 - Principles of Advocacy
 - Types of Advocacy
 - Advocacy Models
 - Advocacy Process
 - Advocacy Skills
- **Lobbying**
 - Definitions
 - Types of Lobbying

- Lobbying Process/Steps in Lobbying
 - Ethics involved in Lobbying
 - **Propaganda**
 - Definitions
 - History of Propaganda
 - Tools of Propaganda
 - Limitations in Propaganda
 - **Bargaining**
 - Definition
 - Bargaining Techniques
 - **Blogging**
 - History of Blog
 - Types of Blog
 - **Signature Campaign**
 - Definition
- 4. Project Management**
- What is a Project?
 - Difference between Project and Program
 - Proposal Writing
 - Project Planning
 - Project Monitoring and Evaluation.

Reference Books

- Bhattacharya, S. (2008). Social Work – An Integrated Approach. New Delhi: Deep & Deep Publications Pvt. Ltd.
- Cleland, D. I. & Ireland, L. R. (2002). Project Management: Strategic Design and Implementation. Singapore: McGraw – Hill Companies, Inc.
- Clements, J. P. & Gido, J. (2006). Effective Project Management. New Delhi: Cengage Learning India Pvt. Ltd.
- Cohen, D., Vega, R. D. L. & Watson, G. (2001). Advocacy for Social Justice: A Global Action and Reflection Guide. USA: Kumarian Press, Inc.
- Covey, S. R. (2004). The 7 Habits of Highly Effective People. Great Briton: Simon & Schuster UK. Ltd.
- Curry, S. & Weiss, J. (1993). Project Analysis in Developing Countries. (2nd ed.). New York: Palgrave Publishers Ltd.
- Dale, R. (1998). Evaluating Development Programmes and Projects. (2nd ed.). New Delhi: Sage Publications India Pvt. Ltd.
- Guerrero, A. L. (2005). Social Problems: Community, Policy, and Social Action. New Delhi: Sage Publications India Pvt. Ltd.

- Hintikka, G. H. & Tuomela, R. (1997). *Contemporary Action Theory. Volume 2: Social Action*. Netherlands: Kluwer Academic Publishers.
- Hoton, P. B. & Hunt, C. L. (1964). *Sociology*. USA: McGraw – Hill Book Company.
- Hussain, C. M. (1985). *Project Appraisal, Monitoring and Evaluation Processes with special reference to Pakistan*. Karachi – Pakistan: Royal Book Company.
- Kumari, V. & Brooks, S. L. (2004). *Creative Child Advocacy – Global Perspectives*. New Delhi: Sage Publications India Pvt. Ltd.
- Mannan Mollah, A. K. M. A. & Ghafur, M. A. *Social Welfare*. Dacca: Pubali Prakashani.
- Maylor, H. (2003). *Project Management (3rd ed.)*. New Delhi: Dorling Kindersley (India) Pvt. Ltd.
- Meridith, J. R. & Mantel, S. J. (1989). *Project Management: A Managerial Approach*. Singapore: John Wiley & Sons, Inc.
- Miller, S. (2001). *Social Action: A Teleological Account*. United Kingdom: University Press, Cambridge.
- Nasir, A. S. (1997). *The Guidelines for Project Formulation and Project Feasibility Studies and Preparation and Evaluation of Industrial Project*. Karachi – Pakistan: Royal Book Company.
- Rivlin, A. M. (1970). *Systematic Thinking for Social Action*. Washington, D. C.: The Brooking Institution.
- Seebas, G. & Tuomela, R. (1985). *Social Action*. Holland: D. Reidel Publishing Company.
- Snyder, M. (2009). In the Footsteps of Kurt Lewin: Practical Theorizing, Action research, and the Psychology of Social Action. *Journal of Social Issues*, Vol. 65, No. 1, 2009, pp. 225-245.
- Tuomela, R. (1984). *A Theory of Social Action*. Holland: D. Reidel Publishing Company.
- The Centre for Development and Population Activities. (1999). *Advocacy Building Skills for NGO Leaders. Volume IX*. Washington, D.C.
- Vinik, A. & Levin, M. (1991). *Social Action in Group Work*. New York: The Haworth Press Inc.
- Van Womer, K. S. (2004). *Confronting Oppression, Restoring Justice; From Policy Analysis to Social Action*. Virginia, USA: Council on Social Work Education.
- Youngdahl, B. E. (1966). *Social Action and Social Work*. New York: Association Press.

PAPER X

Course Title: **GENDER AND DEVELOPMENT**

AIM

The purpose of the course is to equip the students with theoretical and conceptual approaches to the gender issues in the context of development. These issues are placed in the context of the emergence of the women in development/gender and development field. It also provides an overview of social theories of development and introduces the students to key concepts in the analysis of social relations between women and men in different social, cultural, economic and political context to explore gendered dimensions of different development sectors. These might include rural livelihoods and the rural environment, reproductive health and rights; urban employment and the informal sector etc. the national and international legal provisions for women rights as well.

OBJECTIVES

The course is designed:

1. To equip the students with conceptual skills needed to understand gender issues in the context of social development.
2. To examine the nature of gender inequality, the household as a construct and reviewing concepts of power and empowerment.

SYLLABUS/CONTENTS

INTRODUCTION

- Introduction to Gender Studies
- Difference between Women's Studies and Gender Studies
- Multidisciplinary nature of Gender Studies
- Importance of Gender Studies

GENDER RELATED KEY TERMS AND CONCEPTS

- Gender
- Sex
- Difference between Gender (sinf)and Sex (Jins)

- Gender Roles
- Gender Stereotyping
- Gender Division of Labor
- Gender Equality
- Gender Equity
- Gender Needs
- Gender Discrimination
- Gender Sensitivity
- Gender Awareness
- Gender Lens
- Gender Analysis
- Sex Disaggregated Data

GENDER INDICATORS

- Identifying Gender Sensitive Indicators
- Gender Equality and Equity
- Gender Socialization
- Gender and Language

GENDER MAINSTREAMING

- Explanation of the Concept with reference to definitions given by United Nations, UNDP, Beijing 95, etc.
- Importance of Gender Mainstreaming in Policies, Programs and Projects
- Strategies for Gender Mainstreaming
- Process of Gender Mainstreaming in an Organization
- Strategies for Successful Implementation of Gender Mainstreaming in the organization

MATRIARCHY AND PATRIARCHY

- Difference between Matriarchy and Patriarchy
- Origin and Development of Matriarchy
- Comparative Study of Women in Early Societies
- Hunting and Gathering Age
- Agricultural Development Age
- Industrialization
- Patriarchy: Concept and Development
- Origin of Patriarchy
- Pakistan: A Patriarchal Society

GENDER AND DEVELOPMENT

- Effect of Development Process on Women and Men
- Approaches to Gender and Development
- The Welfare Approach
- The Women in Development Approach (WID)
- Gender and Development Approach (GAD)
- Women and Development Approach (WAD)
- The Efficiency Approach
- The Empowerment Approach
- Gender and Environment Approach

GENDER EQUALITY AND INEQUALITY

- Gender Equality and Millennium Development Goals
- The Millennium Development Goals
- Indicators of Gender Equality

- Gender Equality and Poverty
- Gender Equality and Environment
- Gender Equality and Health & Nutrition Goals
- Gender Inequality in Developing Countries
- Impact of Modernization
- Impact and Influence of Supreme Powers in the Developing Countries
- Analysis of Situation in Pakistan

STATUS OF WOMEN

- Gender Issues
- Legal Protection (CEDAW, UDHR, International Covenants of Human Rights: ICESR, International Bill of Human Rights)
- Islamic Concept of Non Discrimination against Women

FEMINISM

- Meaning
- Types of Feminism

GENDER STUDIES IN PAKISTAN

- Analysis of Gender Gaps in Different Fields
- Suggestions for Gender Balanced Society

Basic Readings

- AM. G. Mazur (2002). **Theorizing Feminist Policy**. Oxford University Press.
- Azra Asghar Ali (2000). **The Emergence of feminism Among Indian Muslim Women 1920-1947**. Oxford University Press.
- Banuri, J. Tariq (1997). **Just development: Beyond Adjustment with a human face**. Karachi: Oxford University Press.
- Beatrice Kachuck (2002). **Modern Theories of Feminism**. Sage Publication.

- Bela Awasthi (2002). **Women's Liberation and modern World**. Omsous Publication: New Delhi
- Christina Haghes (2002). **Key concepts in Feminist theory and Research**. Sage Publications.
- Jane Pilcher (2005). **50 key concepts in Gender Studies**. Sage Publication
- Janet H.Momsen (2004). **Gender and Development**. London: Rutledge.
- K. Sultane (2004). **Woman and Man**. Church World Service: Lahore
- Kamla Bhsan (2000). **Understanding Gender**. Okhla: New Delhi
- Kessler, Evelyn S. (1976). **Women: An Anthropological view**. Holt, Rinehart and Winston: New York.
- Khan, Said Nighat (1993). **Aspects women development Pakistan**. ASR Publication
- Kumari Jayawardena (1994). **Feminism and Nationalism in the third world**. ASR: Lahore.
- Michael S. Kimmel (2005). **Handbook of students on Men and masculinities**. Sage Publication
- Mosse, David (2005). **Cultivating development: An Ethnography of aid policy and practice**. New Delhi. Vistaar Publication.
- Nussbaum, Marth (2000). **Women and human development: The capabilities approach**. USA: Cambridge University Press.
- Pam Kosty (2002). **Gender**. McGraw Hill.
- Schuurman, Frans (2001). **Globalization and development studies: Challenges for the 21st century**. New Delhi. Vistar Publication.
- Slee, Nicola (2004). **Women's faith development: Patterns and processes**. England: Ashgate Publishing Limited.
- Socorro L. Reyes (2003). **Gender Sensitivity and Awareness rising: Step by Step**. UNDP: Islamabad.

- Suvarna, Sen (2012). **Gender and development**. India: Icfai Books.
- Tazi Nadia (2004). **Keywords Gender**. Vistaar Publication, New Delhi
- Trivedi, Tanuja (2009). **Women and rural Development**. India: Jarada Parkashan.
- UNESCO (2003). **Breaking the mould: Men's involvement in the quest for gender equality**.
- UNESCO (2003). **The role of men and boys in achieving gender equality**.
- United Nations (2002). **Gender mainstreaming: An Overview**. United Nations.
- World Bank (2003). **Gender Equality and the Millennium Development Goals**. World Bank
- Banuri, J.Tariq (1997). **Just development: Beyond Adjustment with a human face**. Karachi: Oxford University Press.
- Jane Pilcher (2005). **50 key concepts in Gender Studies**. Sage Publication
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- Kumari Jayawordena (1994). **Feminism and Nationalism in the third world**. ASR: Lahore.
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- Mosse, David (2005). **Cultivating development: An Ethnography of aid policy and practice**. New Delhi. Vistaar Publication.

- Nussbaum, Martha (2000). *Women and human development: The capabilities approach*. USA: Cambridge University Press.
- Pam Kosty (2002). **Gender**. McGraw Hill.
- Schuurman, Frans (2001). *Globalization and development studies: Challenges for the 21st century*. New Delhi. Vistar Publication.
- Slee, Nicola (2004). **Women's faith development: Patterns and processes**. England: Ashgate Publishing Limited.
- Socorro L. Reyes (2003). **Gender Sensitivity and Awareness rising: Step by Step**. UNDP: Islamabad.
- Suvarna, Sen (2012). **Gender and development**. India: Icfa Books.
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- Trivedi, Tanuja (2009). **Women and rural Development**. India: Jarada Parkashan.
- UNESCO (2003). **Breaking the mould: Men's involvement in the quest for gender equality**. UNESCO
- UNESCO (2003). *The role of men and boys in achieving gender equality*.
- United Nations (2002). **Gender mainstreaming: An Overview**. United Nations.
- World Bank (2003). **Gender Equality and the Millennium Development Goals**. World Bank

SCHEME OF STUDY FOR M.A. SOCIAL WORK

PART-II

| PAPER | SUBJECT NAME | MARKS |
|----------------------------|---|--------------|
| PAPER-I | SOCIAL POLICY, PLANNING & WELFARE ADMINISTRATION | 50 |
| PAPER-II | SOCIAL RESEARCH METHODS II | 50 |
| PAPER-III | POPULATION PLANNING | 50 |
| PAPER-IV | SOCIAL LEGISLATION | 50 |
| PAPER-V | NGO MANAGEMENT & LEADERSHIP | 50 |
| PAPER-VI | HUMAN RIGHTS | 50 |
| PAPER-VII | * OPTIONAL COURSE I (MEDICAL & PSYCHIATRIC SOCIAL WORK) | 50 |
| PAPER-VIII | * OPTIONAL COURSE II (SOCIAL ACTION) | 100 |
| PAPER-IX | FIELD WORK PRACTICUM-II | 100 |
| PAPER-X | RESEARCH THESIS | 600 |
| TOTAL MARKS PART-II | | |

*** OPTIONAL COURSES:**

Option I:

- MEDICAL & PSYCHIATRIC SOCIAL WORK
- SOCIAL DEVELOPMENT
- POVERTY REDUCTION
- GERONTOLOGY
- SOCIAL DEFENCE AND CORRECTIONAL SERVICES

Option II:

- SOCIAL ACTION
- CHILD PROTECTION
- LABOUR WELFARE AND INDUSTRIAL RELATIONS
- SOCIAL REHABILITATION

**SCHEME OF STUDY FOR M.SC. SOCIAL WORK FROM SESSION
2013-2015**

M.SC. SOCIAL WORK PART-II

| PAPER | SUBJECT NAME | MARKS |
|----------------------------|--|--------------|
| PAPER-I | SOCIAL POLICY, PLANNING & WELFARE ADMINISTRATION | 50 |
| PAPER- II | SOCIAL RESEARCH METHODS II | 50 |
| PAPER-III | SOCIAL STATISTICS & COMPUTER APPLICATION | 50 |
| PAPER-IV | SOCIAL LEGISLATION | 50 |
| PAPER-V | NGO MANAGEMENT & LEADERSHIP | 50 |
| PAPER-VI | MEDICAL & PSYCHIATRIC SOCIAL WORK | 50 |
| PAPER-VII | POPULATION PLANNING / HUMAN RIGHTS (OPTIONAL) | 50 |
| PAPER-VIII | FIELD WORK PRACTICUM-II | 100 |
| PAPER-IX | FIELD WORK PRACTICUM-III (RURAL COMMUNITY DEVELOPMENT TRAINING) | 50 |
| PAPER-X | RESEARCH THESIS | 100 |
| TOTAL MARKS PART-II | | 600 |

OPTIONAL COURSES:

MEDICAL & PSYCHIATRIC SOCIAL WORK , CHILD PROTECTION, HUMAN RIGHTS,
GERONTOLOGY, SOCIAL DEFENCE AND CORRECTIONAL SERVICES, LABOUR WELFARE
AND INDUSTRIAL RELATIONS, SOCIAL REHABILITATION, SOCIAL DEVELOPMENT,
POVERTY REDUCTION,

M.Sc. Social Work PART-II

Paper-I

Course title: **Social Policy, Planning and Welfare Administration**

Course objectives

- To introduce basic concepts involved in education and practice of social policy, planning and social welfare administration
- To take students through the underlying philosophy, principles, processes, components of social policy and facilitate them to relate theory with practice by using case studies of national social policies.
- To orient students with planning models common in social planning, introduce basic planning tools and techniques as used in social welfare planning and familiarise them with Pakistan's planning structures and national Five Years Plans.
- To help students understand basic concepts and principles of social welfare administration, introduce them with administrative structures and functions of a social services unit and map out Pakistan's social welfare administration (as a field of their potential employment).

Course outline

Some related concepts

Social welfare, social work, social services, social administration, social legislation

Political Ideologies: Conservatism, liberalism, socialism

Part I: Social Policy

Origin and evolution of modern Social Policy

British tradition (in more detail considering Pak's colonial heritage, but also some introduction to the Scandinavian and the American tradition) - from the Poor Laws (1601) to Beveridge Report (1942).

Social Policy in Pakistan: Islam as ideological base of policymaking, Islamic influence on Pakistan's social Policy (Zakat, Ushr, Bait ul Mal), the UN led conception and establishment of social welfare in Pakistan.

Social Policy and Welfare State

2

Welfare state

Models of welfare state: liberal, social democratic, corporatist regimes

Who is welfare for? Residual welfare, solidarity/mutual responsibility, institutional welfare, industrial achievement/performance

Arguments for and against welfare

What is Social Policy?

Definition

Assumptions in defining Social Policy

Social policy in country's social and economic conditions

Link with other state policies

Contents/components of Social Policy

Social security

Personal social services

Health

Education

Housing

Employment

(depending upon country context and regime type)

Policy formulation

Policy stages, policy cycle, policy process (with special reference to the issues involving Social Policy making)

Policy actors: Politicians, bureaucrats, pressure groups, voices of the people- policy recipients

(Policy formulation explained with the case of child protection policy formulation in Pakistan).

Pakistan's four social policies (1955, 1988, 1992, 1994). Students presentations

Part II: Planning

Concept, importance, types of planning and characteristics of a good plan

Planning tools, techniques, processes (still trying to figure out how much to include in this topics and the one above)

Social welfare planning models

Social welfare planning as a techno-methodological process

Social welfare planning as a socio-political process

Citizen participation

Planning in Pakistan

Pakistan's national planning structures, machinery and outputs (Five year national development plans)

Social welfare in National Five Year Plans: a review of Pakistan's eight Five Year Plans and the Poverty Reduction Strategy which serves as current national development plan. Students presentations

Part III: Social Administration

What is Social Administration?

Definition

Evolution of social services in philanthropic or residual welfare

Contemporary approaches: from system to pluralist approaches, from contextual to structuralist approaches

Principles of Social Administration: needs and vulnerability, risk and insecurity, social investment, social justice, social inclusion

Social administrative structure

Three sectors of provision of social services: The public sector, the private sector (for profit, not for profit/voluntary), the informal sector (mutual aid)

Components of social administrative structure: organization, personnel, program, finance, management

Administrative functions: planning, organizing, staffing, directing, co-ordinating, reporting, budgeting

Social administrator as supervisor for Social Work trainees

Pakistan's Social Welfare Administration

Public sector: national, provincial and local jurisdictions

Private sector: NGOs, Trusts, Charitable organizations

Suggested Readings:

1. Adams, R. (2002). Social policy for social workers. New York. Palgrave
2. Alcock, P. (1996). Social policy in Britain; themes and issues. London.
Macmillan Press Ltd.
3. Bagihole, B. (1997). Equal opportunities and social policy, New York, Addison
Wesley Longman.
4. Charles, S. and Webb, A., 1986. *The Economic Approach to Social Policy*,
Wheatsheaf, London
5. Drake, R. F., 2001. *The Principles of Social Policy*, Palgrave, New York
6. F. Ellen Netting. (2008). Comparative approaches to program planning. New
Jersey. John Wiley & Sons
7. Fitzpatrick, T. (2010). International Encyclopedia of social policy; Vol1 & 11.
New York . Routledge
8. Glennerster, H., 2000. *British Social Policy since 1945*, Blackwell, London
9. Gilbert, N. and Spetch, H., 1977. *Planning for Social Welfare*, Prentice Hall, Inc.,
New Jersey

- S
10. Hill, M., 19???. *Understanding Social Policy*, Basil Blackwell, London
 11. Jones, K., Brown, J. and Bradshaw, J., 1983. *Issues in Social Policy*, Routledge & Kegan Paul, London
 12. Kemshall, H., 2002. *Risk, Social Policy and Welfare*, Open University Press, Buckingham
 13. Kennett, P., 2001. *Comparative Social Policy*, Open University Press, Buckingham
 14. Lepawsky, A., 1952. *Administration: the art and science of organization and management*, Alfred. A. Knopf, New York
 15. Livingstone, A. (1969). *Social policy in developing countries*. London: Routledge & Kegan Paul.
 16. Marshall, T. H., 1970. *Social Policy*, Hutchinson University Library, London
 17. Planning and Development Division, Pakistan, (2008). *Handbook on planning commission*, Government of Pakistan.
 18. Rehmatullah, S. (2002). *Social welfare in Pakistan*. Karachi: Oxford University Press
 19. Sullivan, M., 1994. *Modern Social Policy*, Harvester Wheatsheaf, New York
 20. Singh, H., 1995. *Administration of Rural Development in India*, Sterling Publishers, New Delhi
 21. Street, E., 19???. *Social Agency Administration*, Harper & Brothers, New York
 22. Zastrow, C. (2000). *Introduction to Social Work and Social Welfare*, Belmont: Wadsworth Publishing Company.

SOCIAL RESEARCH METHODS (PART-II)

Paper II

I. Qualitative and Quantitative Research:

II. Sampling:

- Basic Principles and Techniques.
- The requirements of good sampling.
- Kinds of sampling random, stratified, probability public opinion and quota sampling; their special application.

III. Tools of Data Collection:

- Focus Group Discussion (FGD).
- Participatory Rapid Appraisal (RRA).
- Participatory Rural Appraisal (PRA).
- Participatory Learning Appraisal (PLA).

IV. The Analysis of Data and its Interpretation:

- Categorization of Data
- Coding.
- Qualitative and Quantitative Interpretation.
- Interpretation of non-qualified data (practical Exercise of the above)

V. Scientific Generalization in Research:

- The Case Study Method; Personal Documents, Life Histories, Value of Case Data and its Limitations.
- Inter-dependence of the Statistical and Case Study Methods.
- Projective techniques.

VI. Action Research:

- Assumptions and major steps.
- Some action research studies in urban and rural community.
- Importance and purpose of action research in community development programmes.

VII. Essentials of Research Report Writing:

- Outline.
- Footnotes
- Quotations
- References.
- Heading and sub-heading.
- Typing.
- Literature cited

VIII. Research Report Writing and its Interpretation:

- Research Report Writing
- Project Proposal Writing
- Research Paper Writing

BOOKS ON RESEARCH (PART - II)

1. Coombe, Hailry.(2001). Research Using IT. Hampshire: Palgrave.
2. Creswell, John W.(2009). Research Design: Qualitative Quantitative and Mixed Methods Approaches. Lons Angles: Sage Publications.
3. Drew, Clifford. J.(1996). Designing and Conducting Research. Boston: Allyn and Bacon.
4. Edmunds, Holly.(2000). The Focus Group Research Hand Book. Chicago: NTC Business Books.
5. Ghosh, B.N.(1992).Scientific Methods and Social Research. New Delhi: Stelring Press.
6. Good and Hatt.(1952). Methods in Social Research. New York: Macgraw Hill.
7. Goode, William. J. (1952). Methods in Social Research. Tokyo: Macgraw Hill.
8. Goodwin, C.James.(2007). Research in Psychology: Methods and Design.USA: John Wily.

9. Grag, Bhanwer. Lal.(2002). An Introduction to Research Methodology. Jaipur: RBSA.
10. Gray, David. E.(2004). Doing Research in the Real World. London: Sage Publications.
11. Gregory, Ian.(2003). Ethics in Research. London: Continuum.
12. Haas, Peter. j. (1998). Applied Policy Research: Concepts and Cases. New York: Garland Publishing.
13. Hek, Gill.(2006). Making Sense of Research. London: Sage Publications.
14. Iqbal Ch.(2001). Social Theory: Research and Problems. Lahore : Aziz Books.
15. Jahoda, Dentch and Cook.(1952). Research Methods in Social Relations. New York: Holt Rine Hart.
16. Judy, L. Krysik. (2010). Research for Effective Social Work Practice. New York: Routledge.
17. Kothry.(1990). Research Methodology. New Delhi: Sage Publications.
18. Martin, Brett. Davies.(2007). Doing a Successful Research Project: Using Qualitative or Quantitative Methods. New York: Palgrave.
19. Moser, C.A.(1955). Survey Methods in Social Investigation. London: Heinemann Educational Book Ltd.
20. Neuman, W.L.(2000). Social Research Methods: Quantitative and Qualitative Approaches. Boston: Allyn and Bacon.
21. Norman, Palansky.(1960). Social Work Research. Chicago: University of Chicago.
22. Pauline & Young.(1956). Scientific Social Survey and Research. New York: Prentice-Hall.
23. Rath, Shidra.(1991). Methods in Social Research. New Delhi: Daya Publishing.
24. Roger, Gomm.(2004). Social Research Methodology: A Critical Introduction. Houndmills: Palgrave.
25. Rubin, Allen.(2001). Research Methods for Social Work: Australia: Wadworth.
26. Weinberg, Darin.(2002). Qualitative Research Methods. Messachussets: Blackwell.
27. Williams, Jennie.(1991). Welfare Research: A Critical Review. London: UCL.
28. Zechmeister, Eugene. B. (1992). A Practical Introduction to Research Methods in Psychology. New York: Mac graw Hill Company.
29. Zina, O. Leary.(2004). The Essential Guide to Doing Research. New Delhi: Vistaar.

Paper III: Social Statistics and Computer Application

COURSE OUTLINE

- 1 INTRODUCTION
Population and Sample, Descriptive and Inferential statistics, Use of Statistics in Social Research, Variable, Observation and Data Sets, Types of Variables, Level of Measurements, Mathematical notations
- 2 ORGANIZING DATA
Raw data, Frequency Distribution of Qualitative Data, Bar Graphs, Pie Chart, Frequency Distribution of Quantitative Data, Histogram, Stem and Leaf displays, Cumulative Frequency Distribution, Ogive,
- 3 DESCRIPTIVE MEASURES
Measures of Central Tendency, Quartiles, Deciles, and Percentiles, Box and Whisker Plot, Measures of Dispersion, Coefficient of Variation, Bivariate data, Linear Correlation and Linear Regression
- 4 PROBABILITY and PROBABILITY DISTRIBUTIONS
Definition of Probability, Addition and Multiplicative Rules of Probabilities, Discrete and Continuous Probability Distribution, Uniform, Binomial, and Normal Distributions, Area under the Normal Curve, Normal Approximation to Binomial Distribution,
- 5 SAMPLING DISTRIBUTION AND TEST OF HYPOTHESIS
Concept of Sampling Distributions and Standard Error, Sampling Distributions of Mean and Proportion, Hypothesis Testing about Population Mean and Proportion, Hypothesis Test about Difference Between two Population Means and Proportions, One Way ANOVA (Analysis of Variance) Tables and Testing Equality of Means, Chi-Square Test of Independence for Contingency Tables
- 6 COMPUTER AND ITS APPLICATION
Input Devices, Output Devices, Central Processing Unit, Storage Devices, computer Languages, Operating Systems, Introduction to MSWord, MSExcel, MSPowerPoint, Internet

RECOMMENDED BOOKS

- 1 Spiegle, R.M. and Stephens, L.J., (1999), "theory and problems of Statistics", Schaum's Outlines series Of McGraw-Hill, New York
- 2 Latest Manuals of Microsoft Office.
- 3 James, A. K. (2003), "The Internet A User's Guide", Prentice Hall of India, New Delhi

ADDITIONAL READING

- 1 Knoke, D. et.al, (2002), "Statistics for social data analysis", F.E. Peacock Publishers, Itasca, Illinois, USA
- 2 Chaudhary, S. M. & Kamal, S., (2006), "Introduction to Statistical Theory", Vol I and II, Ilmi Kitab Khana, Lahore
- 3 Walpole, R. (1982), "Introduction to Statistics", Macmillan Publishing Company, New York

Paper-IV

Course Title: **Social Legislation**

Objectives of the course

The course is designed to acquaint students with basic idea of social legislation, concept of jurisprudence and legal system and structure and jurisdiction of courts.

1. The course is designed to bring home to the students importance of social planning, action and legislation in bringing stability empowerment and promoting development in the society.
2. The course will help students understand the role and functions of social legislation in forming the basis for existence and functioning of social welfare institutions and organization.
3. Students will get an opportunity to thoroughly read and discuss various social legislations.

Course Contents

1. Introduction to Social Legislation

- i. Key concepts in studying Social Legislation
- ii. Definition of social legislation
- iii. Factors involve in social legislation
- iv. Aims and objectives of social legislation

2. Concept of Jurisprudence and Legal System

- i. Jurisprudence
 - (a) Definition and kinds
 - (b) Jurisprudence as a social science
 - (c) Importance of jurisprudence
- ii. Procedure of enactment of Legislation
- iii. Legal System

3. Structure and jurisdiction of the courts in Pakistan

- (a) Civil Courts
- (b) Criminal Courts
- (c) Special Courts

4. Pakistan's Social Legislature Framework

- i. Brief introduction of Family and Women related laws
- ii. Brief introduction of Children related laws
- iii. Brief introduction of Labor related laws

5. Social Legislations related to Social Welfare/ Social Work Practice

- i. Registration and Supervision of Agencies/NGOs (An overview of different available legislations for registration of NGO)

- ii. Voluntary Social Welfare Agencies (Registration and Control) Ordinance 1961
- iii. The Voluntary Social Welfare Agencies (Registration and Control) Rules, 1962
- iv. The Punjab Social Services Board Ordinance 1970
- v. Punjab Disabled Persons (Employment and Rehabilitation) Ordinance 1981
- vi. Punjab Disabled Persons (Employment and Rehabilitation) Rules, 1987.
- vii. Punjab Bait ul Maal Act, 1991
- viii. The Punjab Vagrancy Ordinance 1958

List of Recommended Books

1. Ahmad, N. (n.d.). *Muslim Law and Islamic Jurisprudence*. Peshawar: Islamia Book Agency.
2. Alber, J. & Gilbert, N. (2010). *United in Diversity? Comparing social models in Europe and America*. USA: Oxford University Press
3. Alcock, P. (2001). *International social policy*. UK: Palgrave.
4. Anne, L. & Roche, J. (2010). *The Law and Social Work*. New York: Palgrave Press.
5. Barker, R.L. & Branson, D.M. (2000). *Forensic Social Work Legal Aspects of Professional Practice*. (2nd Edition). London: Haworth Press Inc.
6. Brayne, H. (2001). *Law for social workers*. 7th edition. UK: Oxford University Press.
7. Braye, S. and Preston-shoot, M. (2010). *Practising social work law*. New York: Palgrave Macmillan.
8. Hartley, D. (2006). *Social policy*. Cambridge: UK. Polity Press.
9. Hill, M. (2006). *Social policy in the modern world*. USA: Blackwell.
10. Johns, R. & Sedgwick, A. (1998). *Law for Social Work Practice: working with vulnerable adults*. UK: Palgrave Macmillan.
11. Khalid, M. (1992). *Social Work: Theory and practice*. Karachi: Kifayat Academy
12. Khan, A.J. (1969). *Studies in Social Policy and Planning*. New York: Russell Sage Foundation.

13. Long, L.A., Roche, J. & Stringer, D. (eds.). (2010) *The Law and Social Work. Contemporary issues for practice*. (2nd edition). New York: Palgrave Macmillan
14. Mahajan, V.D. (2010). *Jurisprudence and legal theory*. India: Eastern Book Company
15. Marriane, L. (1995). *The welfare system: help or hindrance to poor*. USA: Milbrok press
16. Papay, J. (Ed.). (1998). *Men, gender division and welfare*. London & New York: (un known)
17. Qadir, A. (1998). *Policy Advocacy: A framework for social change in Pakistan. An Exploratory Research Study*. Pakistan Lead
18. Qazi, S.H. (2010). *The principles of Muhammadan Jurisprudence*. Lahore: Irfan Law Books
19. Rehmatullah, S. (2002). *Social Welfare in Pakistan*. Karachi: Oxford University Press
20. Robbins, S.P. (1980). *The Administrative process*. New Jersey: Prentice Hall.
21. Salmond, J. (n.d.). *Jurisprudence*. Lahore: P.L.D. Publishers.
22. Spicker, P. (1968). *Principles of welfare state: An introduction to thinking about welfare state*. London & New York: (n.a.)
23. Spicker, P. (2008). *Social policy, themes and approaches*. United Kingdom: Policy Pr.
24. Ungerson, C. & Kamber, M. (Edited) (1997). *Women and social policy*. London: Mcmillan press.
25. *Punjab Bait ul Maal Act, 1991 (including amendments 1994)*. No.Legis-2(45)/90/13. Tuesday, 2 April, 1991. Provincial Assembly of the Punjab.
26. *The Punjab Vagrancy Ordinance, 1958*. No. W.PXX. 1 October, 1958.
27. *The Disabled Persons (Employment and Rehabilitation) Ordinance, 1981*. No. XL of 1981. (n.d.).
28. *Punjab Disabled Persons (Employment and Rehabilitation) Rules, 1987*. No. US (SW&ZU)7-15/84.P.II. 20 October, 1988. Government of the Punjab.

29. *The Punjab Social Services Board Ordinance, 1970.* No. II of 1970. (n.d.).
Martial Law Proclamation
30. *Voluntry Social Welfare Agencies (Registration and Controll) Ordinance, 1961.*
No. XLVI. 2 December, 1961.
31. *The Voluntary Social Welfare Agencies (Registration and Controll) Rules, 1962.*
No. XLVI of 1961. 29 March, 1962.

COURSE OUTLINES

Course: **NGO Management & Leadership**
 Program: **MA Social Work**
 Part: **II**
 Department: **Social Work, University of the Punjab, Lahore**

The last 30 years have witnessed an extraordinary growth in non-governmental organizations (NGOs) in almost all parts of the globe, and in all spheres of human activity. NGOs have become a highly visible component of civil society and are now significant players in the fields of human rights, the environment and social development at local, national and international levels.

Despite some deep historical roots, the emergence of NGOs as formalized, structured institutions has been relatively recent. Although they share some characteristics with state and private sector organizations, NGOs are in a category of their own; they have particular organizational features, maintain relationships with a broad range of different actors, and face a number of special challenges. NGO management has therefore evolved as a distinctive practice and field of study that differs in content and perspective from business management and public sector administration.

This course provides a critical overview of the major issues involved in NGO management, with an emphasis on organizations working in development. It outlines the most significant management challenges facing NGOs today and the tools and approaches that managers use.

NGO MANAGEMENT & LEADERSHIP

INTRODUCTION TO NGOS

1. CONTEXT, HISTORIES & RELEVANT CONCEPTS OF NGO
2. DEFINITIONS
 - Organization
 - Community Organization
 - Community Based Organization
 - Non-Governmental Organization
 - Civil Society Organization
3. CLASSIFICATION/TYPES OF NGOS
4. NGOs FIELD OF PRACTICE
5. FUNCTIONS OF NGOS
6. DISTINCTIVE ORGANIZATIONAL CHARACTERISTICS OF NGOS.
7. THE ROLE OF NGOS IN DEVELOPMENT
8. THE ROLE OF NGOS IN DISASTER MANAGEMENT
9. LEGAL STATUS OF NGOS-REGISTRATION OF NGOS
 - Voluntary Social Welfare Agencies (Registration & control) Ordinance 1961
 - Societies Act 1860
 - Trust Act
 - Companies Act
 - LGO 2001 for CCB
10. DEFINITION & CONCEPT OF MANAGEMENT
11. ROLE OF MANAGERS

12. NGO MANAGEMENT-GOOD PRACTICES

- Financial Policy of NGO
- Fixed Assets Policy for NGOs
- Procurement Policy for NGOs
- Communication Policy for NGO office Management
- Computer Policy for NGO Office Management
- Recruitment Policy
 - ▣ Purpose and Categories of Personnel
 - ▣ Volunteers and Personnel Recruitment
 - ▣ Appointment Letter and Staff Orientation at the NGO
 - ▣ Employee Salary Benefits in NGOs
 - ▣ Travel Rules & Regulations at NGO
 - ▣ Holidays and Leave in NGOs
 - ▣ Employee Termination Rules in NGOs
- Conflict Management Policy in NGOs
- Settling Grievance Policy in NGOs
- Performance Evaluation System Policy for NGOs
- Policy for Annual Performance Evaluation at NGOs

13. TEAM BUILDING AND GROUP LEADERSHIP

- a. Styles of Leadership
- b. Role of Leadership in NGO Management
- c. Characteristics of good Leadership

14. ORGANIZATIONAL GOVERNANCE

- a. organizational structure, leadership and setting up a board of directors

15. PROJECT MANAGEMENT IN NGO SECTOR

- a. Introduction to Projects, project development, implementation and Project Management
- b. Role of the Project Manager
- c. Defining Project Objectives and Strategies
- d. Overview of Planning and Estimating
- e. Preparing a Detailed Project Plan
- f. Identifying and Supporting Team Members
- g. Monitoring the Project
- h. Communication and Documentation, Relations with Stakeholders
- i. Project Evaluation and Concluding a Project

16. FINANCIAL MANAGEMENT

- a. Budgeting and Resource Mobilization.
- b. Rules regarding receipt of funds from foreign countries.

17. SOCIAL WORK AND DEVELOPMENTAL ADMINISTRATION

- a. Meaning, Scope, Evolution and Growth of Social Work.
- b. Social Development, Social Change and Developmental Administration.
- c. NGOs and Social Work, Goals of Development.
- d. Social Work Values and Ethics.
- e. Public Welfare Program. Responsibility of state for welfare program. Structural arrangement of public welfare system in Pakistan
- f. Planning and Development. Planning Commission and National Development Council, State and District planning, Community Development Program. Urban Community

BIBLIOGRAPHY

1. (1999). *A study of NGOs: Pakistan*. Asian Development Bank.
2. (2003). *Governing Bodies of Intermediary NGOs in Pakistan*. Karachi: NGOs Resource Center-Agha Khan Foundation.
3. (2005). *The Role of NGOs in Mobilising the Communities*. Islamabad: Sungi Development Foundation.
4. Brown, L. D., Korten, D.C. (1989). *Understanding Voluntary Organizations: Guidelines for Donors*, Washington: World Bank.
5. Edwards, M. (1995). *NGO Performance and Accountability in Post-Cold War World*, Journal of International Development, Vol.7, No.6.
6. Femind Handy, M. K. (2006). *Grass-root NGOs by Women for Women*. New Delhi: Sage Publications.
7. Hall, B. (1986). *The Role of NGOs in the Field of Adult Education*, Convergence, XIX, 1-20.
8. Korey, W. (2001). *NGOs and the Universal Declaration of Human Rights*. New York: Palgrave.
9. Lander, W. F. (1961). *Introduction to Social Welfare* (2nd ed.). London, England: Prentice-Hall, INC.
10. Lander, W.A. (1976) *Concepts and Methods of Social Work* (2nd ed.), New Jersey: Prentice-Hall, Inc.
11. Malena C (1995). *Working with NGOs*, Operation Policy Department, World Bank.
12. Qaisrani N, Khawaja S (1989). *Planning of Basic Education in Pakistan*, Islamabad: Academy of Educational Planning & Management.
13. Rehmatullah, S. (2002) *Social Welfare in Pakistan*: Karachi: Oxford University Press
14. Shafqat, A. (2010). *ROLE OF NGOs IN PROMOTING SUSTAINABLE*. Retrieved 5 23, 2011, from <http://empowermentworks.org>
15. Singh, R. S. (2003). *Role of NGOs in Developing Countries*. New Delhi: Deep & Deep Publications (P) LTD.
16. Singh, R. S. (2003). *Role of NGOs in Socio-Economic Development*. New Delhi: Abhijeet Publications
17. Skidmore, R.A., Thackeray, G.M. and Farley, W.O. (1971) *Introduction to Social Work* (2nd ed.), Boston: Allyn Bocom, Prentice Hall.
18. UNESCO (1996). *EFA 2000, Bulletin, January-March 1996*, UNESCO.

19. World Bank (1988). *Operational Manual Statement: Collaboration with Non-governmental Organizations*, Washington, World Bank Publication
20. World Bank (1996). *Improving Basic Education in Pakistan: Community Participation, system accountability and Efficiency*, Population and Human Resource Division, The World Bank.
21. Yousaf, M. I. (2010). Issues and Problems of NGOs working in Literacy Sector in Pakistan. *International Journal of Academic Research* , 2 (6), 474-478.

Websites:

1. <http://www.adb.org>
2. <http://www.care.org.pk>
3. <http://www.edhifoundation.com>
4. <http://www.fundsforngos.org/category/ngo-operational-policies>
5. <http://www.hope-ngo.com>
6. <http://www.net-ngo.com>
7. <http://www.ngorc.org.pk>
8. <http://www.ngosinfo.gov.pk/>
9. <http://www.pattan.org>
10. <http://www.raasta.com>
11. <http://www.rspn.org>
12. <http://www.saharaforlife.org>
13. <http://www.un.org>
14. <http://www.unicef.org>
15. <http://www.worldbank.org>
16. <http://www.wwfpak.org>

PAPER VICourse Title: **MEDICAL/PSYCHIATRIC SOCIAL WORK****Aims:**

This course aims to help students in understanding and practicing social work in the health settings. Hospitals and health care settings are the primary employers of social workers. Thus, students need a basic training on how to effectively help, individuals, groups, families and communities affected by various illnesses directly or indirectly. The role of the social worker on the health care team in various settings and on different levels of the health care continuum will be also examined during the course.

Objectives

Student will be able to:

1. Understand the history and scope of social work practice in medical & psychiatric settings;
2. Assess the context in which social work practice in health settings occurs;
3. Assess the role of the social worker in health care team;
4. Demonstrate basic assessment skills of the client system(s) that incorporate the biological, psychosocial, and environmental determinants of health in social work practice;
5. Implement effective interventions that are based on an assessment of the needs, strengths and goals of the client
7. Advocate for social work practices in health care that promote social justice.

1. INTRODUCTION:

- i. Definition meaning and importance of Medical Social Work.
- ii. Medical Social Work its purpose and objective.
- iii. Place of Medical Social Work in Social Work.
- iv. Need & Scope of Medical Social Work in Pakistan.
- v. Role of Medical Social Worker

2. THEORETICAL PERSPECTIVES AND DEVELOPMENT OF SOCIAL WORK IN THE HEALTH FIELD.

- The person-in-environment perspective
- The biopsychosocial model
- The medical model
- Health care and medical care
- Curing and caring

3. HISTORY OF MEDICAL SOCIAL WORK:

- i. History and development of Medical Social Work in Western Countries.
- ii. A brief history of the service rendered in Pakistan at present.

4. ORGANIZATION AND ADMINISTRATION OF MEDICAL SETTING:

- i. Characteristics of a medical setting in which various professionals work. (Team Work).
- ii. The role of Social Worker as a member of the team.

5. BIO-SOCIAL FACTORS OF DISEASES:

- i. Study of common prevalent diseases such as Tuberculosis Malaria, Leprosy, Typhoid, Cholera, Smallpox, cancer, Polio & Rheumatic diseases Asthma, Heart Diseases.
- ii. Psychology of a patient. The Concept of a patient as a Person.
- iii. Social and Emotional components in illness with special reference to above mentioned diseases.

6. MENTAL HEALTH:

- i. The concept of Mental Health and Disordered of the Mind.
- ii. The organic & functional Disorders of the Mind.
- iii. The remedial and preventive aspect of the Mental Hygiene programme.
- iv. The educational element and implication of the Mental Hygiene programme.
- v. Social implications of Mental illness.

- vi. Social Work Practice in Mental Illness
- vii. Principles & Practice of Psychiatric Social Work.
- viii. Mental Health Ordinance 2001

7. REHABILITATION PROGRAM:

- i. Definition Scope & Method of rehabilitation of :-
 - a) Physically Handicapped.
 - b) Mentally Handicapped.
 - c) General Patients
- ii. Case Work and Group Work with patients and with their families.
- iii. Referral Work.
- iv. Follow up of the cases, study of few active cases.

8. PUBLIC HEALTH STUDY PROGRAMME:

- i. Public Health Service in Pakistan.
- ii. Health Problems in Pakistan.
- iii. Role of Medical Social Worker in eliminating these problems by using community Organization technique and skill.

RECOMMENDED BOOKS:

Anderson, D. (1982). *Social work and mental handicap*. London: Macmillan.

Austrian, S. G. (2000). *Mental disorder, medications and clinical social work*. New York : Columbia University.

Browne, J. A. (1981). *Rehabilitation services and the social work*. USA: Williams.

Chapman, A. (1993). *New skills for social workers*. London: jessicaa.

EDEN, D. J. (1976). *Mental handicap: an introduction*.

EDEN, D. J. (1976). *Mental handicap: an introduction*. London: George Allen.

Goldberg, K. (1988). *Differing approaches to partial hospitalization: mental health services*. San Francisco: Kenneth.

4. Family and Personal Factors related to utilization of Fertility Control Methods.
- VIII. Family Planning Programmes.**
 1. Family Planning Scheme in Pakistan.
 2. Measurers, Policies and Services.
 3. Institutional arrangement for family Planning Services.
 4. Methods of Approach: Cross-Cultural: Inter-disciplinary: and Inter-Agency.
 5. Use of communication in Family Planning Programmes.
- IX. Working in the Community.**
 1. Preparation for approaching the Community.
 - a) Learning about the Community in General.
 - b) Learning about Community's Readiness.
 - c) Planning the Community Fertility Programme.
 - d) Training effective workers.
 2. Techniques for Working in the community.
 - a) Employing Motivational, Educational and Communication Techniques to promote Family Planning.
 - b) Use of Community Institutions.
 - c) Use of Local Leadership and involving the Community.
- X. Social Research.**
 1. Need for Social Research in Population Planning
 2. Research Methods Relevant to Population and Family Planning.
 3. Utilization of Research.
 4. Examples of Research in Population and family Planning.
- XI. Social work Methods and Practices.**
 1. Use of Social case Work: Social Group Work: Community Welfare organization: Administration, Research and Social Action in Population and family Planning Their Role and Functions.
 2. Role, Functions and Status of Social Workers.
- XII. Prospects and Problems**

Books Recommended:

1. Oppenhetmer, V.K. Population, Headline Series No. 206, New Foreign Policy Association. 1971. National Academy of Science Rapid Population Growth Consequences and Policy Implications Baltimore: The John Hopkins Press, 1971.
2. Population Council: Country Profilen, New York; The population Council.
3. kendall, Katherine: Population Dynamics and Family Planning: A new Responsibility for Social Work Education, New York, council Social Work, Education.
4. Ehrlich & Ehrlich: Population Recourses, Environment: Issue in Human Ecology, San fransisco: W.H.Freemen and Co., 1970.
5. Sadik, Nafis etal (ed.) : Population Control: Implications trends and Prospects.
6. Noethman, Dorothy: Population and Family Planning Programme: A fael book. New York Population Council 1971.
7. Peel, John and Maleolm Potts: Text Book of Contraceptive practice. London, Cambridge University Press, 1969.

8. Katchadourian, H.A. et al: Fundamentals of Human Sexuality New York, Holt, Rinehart and Winston, Inc, 1972.
9. Lee, Lake T.: Studies in Family Planning Vol. No. 4, New York population Council, 1971.
10. Haselkorn, F: Family Planning: Readings and case Materials, New York: Council Social Work Education.
11. Rawson and Salkeld: Communication Family Planning, London, Parenthood, 1972.
12. United Nations: Measures Policies and Programmes Affecting Fertility with particular reference to National family Programme, Sale No. E.71.RIII.5.
13. United Nations: Report of the Inter-Regional meeting of experts on the Social Welfare Aspects of Family Planning Sales No. E.71.IV.11.
14. Mansoff, M.T. (ed.): Family Planning Training for Social Service, New York: Planned Parenthood, 1969.
15. Hamkinson, R.K.B. (ed.): Family Planning and National Development, London: International Planned Parenthood, 1969.
16. Calenderone, M.S. (ed.): Manual of family Planning 2nd ed. Baltimore: The Williams and Wilkins Co., 1970.
17. Zawacki, A.A.: A Text Book for Family Planning Field Workers, Chicago Community and Family Study Centre, University of Chicago, 1971.
18. Government of Pakistan: Proposals for Iran's Family Planning Schemes for current 5 years Plan period. Islamabad: Family Planning Division, 1968.

Course Title: **Human Rights**

Aims and Objectives:

The course is designed to provide foundation about human rights. It also includes the introduction of international and regional conventions and instruments that function as guidelines to develop policies and plans regarding human rights. The main objectives of the course are to provide information on international human rights sources, systems, standards, issues and human rights organizations. It aims to study the Human Rights for effective Social Work Practice and sensitize the graduates to their particular role in protecting human rights and their own potential for affecting human rights in their daily work.

Contents:

I. Introduction.

- Definition, Meaning and Concept of Human Rights.
- Human Rights as concept and claim in global world.
- Need and importance of Human Rights
- Human Rights in global historical scenario
- Human Rights in context of Ration and Philosophy.

II. History of Human Rights.

- Theories about Human Rights.
- Philosophy/value base of Human Rights.

III. Islam and Human Rights.

- Basic Human right and Islam
- "Human Rights" Prescribed as Quran, Hadith and Sunnah
- Islamic concept of Human rights and West

IV. Legal Frame of Human Rights.

- Introduction of international core documents on Human Rights.
- Charter of United Nations Organization 1945
- Universal declaration of Human Rights 1948.
- International convent on Economic, Social and Cultural Rights 1966.
- International convent on Civil and Political Rights 1966.

V. Social Work and Human Rights.

- Human Rights and approaches of Social Work.
- Need based approach
- Right based approach
- Philosophy field of applications of Social Work and Human Rights.
- Human Rights in Perspective of Social Justice and Social Work

VI. Status of Human Rights in Pakistan

- Introduction of Pakistan as Islamic democratic state and Human Rights.
- Constitutional base of Human Rights.
- Study of the profiles of Human Rights in Pakistan
- Human Rights Commission of Pakistan

VII. Human Rights, Theory and Practice

- Human Rights in new era
- State of Human Rights in third world countries
- Abuse/violation of Human Rights

Text Book References:

1. Amita Agarwal (2004). Human Rights for Survival of Civilization, Kalinga Publishers, Dehli.

2. Bhaskara Rao Digumarti, (2001) *International Instrument of Human Rights*, 4831/24, Ansari Road, Prahlad Street, Darya Ganj, New Dehli-110002 (INDIA)
3. Bloom, J. Paul Martin, Wayne Proud foot (1996) *Religious Diversity and Human Rights Religion* -Columbia University
4. Dr. M. R. Ansari (2006). *Protecting Human Rights*, Maxford Books, New Dehli.
5. Dr. S. Mehrtaj Begum (2000). *Human Rights in India, issues and perspectives*, A.P.H Publishing Co-orporation New Dehli
6. Kochler, Hans (1981). *The Principles of International Law and Human Rights* hanskoechler.com
7. Lefebvre, Alain (1995) *Islam, Human Rights and Child Labour in Pakistan*, Nordic Institute of Asian Studies (NIAS).
8. Peter R. Baehr (2001). *Human Rights Universality in Practice* Antoy Rowe Ltd. Chippenham, Wiltshre.
9. Shaheed, Fareeda, Mehdi, Rubya (1997). *Women Law in Legal Education and Practice in Pakistan*. Copenhegan Business School 23B, Blaggaadsgad.

PAPER IX

Course Title: **Field Work Practicum-III (Rural Community Development Training)**

Aims:

One month block placement of M.Sc. Part-II students at different rural areas of Punjab is a regular, integral feature of the training at the Department of Social Work, University of the Punjab, Lahore. Since its inception the Department undertakes this meaningful capacity building of the students in close collaboration with the Directorate of Social Welfare, Women Development & Bait-ul-Mall. During this period, students closely examine the rural life, obtain knowledge about rural development programs and make practical efforts to initiate new programs and improve the previous ones.

The main objectives of the training are:

- To enable the students get acquainted with rural life and have a meaningful experience of it.
- To give opportunities to the students to undertake awareness raising, community mobilization, organization, group formation, need assessment, capacity building, monitoring and evaluation relating to welfare/development activities.
- To encourage the student to initiate and/or get involved in planning, running development programs / activities utilizing participatory development approach.

3. Child Protection

- A Child's Right to Protection
- Historical Background of Child Rights Movement and right of Protection
- Understanding Child Protection (Various facts and figures)
- Why we need Child Protection
- CRC Guiding Principles for Child Protection
- Threats to the Protection of Children
- Prevention and Building Child Protective Environment
- Islam and Child Protection

4. Laws Policies and Initiatives related to Child's Protection

- Different significant legislations regarding children
- Customary laws and Practices
- Child Welfare Policy
- National Plan of Action
- UNICEF
- NCCWD
- Child Protection Bureau

5. Current Issues

- Health Issues
- Educational Issues
- Economic Issues (Poverty, Labor)
- Violence Against Children
- Abuse of Children

contexts and consequences. Melbourne: Oxford University Press.

5. Broadhursts, K. & Grover, C. & Jamieson, J. (eds.). (2009). *Critical perspectives on safeguarding children*. United Kingdom: Wiley- Blackwell.
6. Bruchey, S. (1998). *Children of poverty: studies on the effect of single parenthood, the feminization of poverty and homelessness*. New York: Garland.
7. Cleaver, H., Cowson, P., Gorin, S & Walker, S. (2009). *Safeguarding children: a shared responsibility*. London: Wiley- Blackwell.
8. Decker, C.A. & Decker, J.R. (1984). *Planning and administering early childhood programmes*. (Third Edition). Columbus: Charles E. Merrill Publishing Company
9. Doyle, C. (2006). *Working with abused children*. Third edition. New York: Palgrave Macmillan.
10. Erickson, E.L., McEvoy, A. & Collucci Jr, N.D. (1984). *Child abuse and neglect: a guide book for educators and community leaders*. Second edition. Florida: Learning Publications Inc.
11. Ferguson, H. (2004). *Protecting children in time: Child abuse, child protection and consequences in modernity*. New York: Palgrave Macmillan.
12. Foley, P., Roche, J, & Tucker, S. (eds.). (2001). *Children in society*. New York: Palgrave in association with The Open University.
13. Gupta, S. (1991). *Speaking of child care: everything you wanted to know*. New Delhi: Sterling Publications.

14. Hayden, C. (2007). *Children in trouble: the role of families, school and communities*. New York: Palgrave Macmillan
15. Hill, M. & Tisdall, K. (1997). *Children and society*. United Kingdom: Longman.
16. Hopper, L. (2007). *Counseling and psychotherapy with children and adolescent: Basic texts in counseling and psychotherapy*. New York: Palgrave Macmillan.
17. Horwath, J. (2007). *Child Neglect: Identification and assessment*. New York: Palgrave Macmillan.
18. Howitt, D. (1992). *Child abuse errors: when good intentions go wrong*. London: Harvester Wheatsheaf.
19. Hultqvist, K. & Dahlberg, G. (2001). *Governing the child in the new millennium*. New York: Routledge Falmer
20. Iqbal, M. (1992). *Summary of child legislations in Pakistan*. Islamabad: NCCWD.
21. Jalalzai, M.K. (2003). *Child trafficking in Pakistan*. Karachi: Royal Book Company
22. Jalalzai, M.K. (2004). *Child labor and child abuse in Pakistan*. Lahore: Book Biz
23. Khalid, M. (1992). *Social Work: Theory and practice*. Karachi: Kifayat Academy
24. Kumar, A. (2004). *Female child labour*. New Delhi: APH
25. Kumari, Ved & Brooks, S. L. (2004). *Creative child advocacy: global perspectives*. New Delhi: Sage Publications India.

26. Lewis, A. (2000). *Researching children's' perspective*. Buckingham: Open University Press.
27. Lewis, A. (eds.). (2005). *Child sexual abuse*. USA: Thomson Gale.
28. Lynch, M.A. & Roberts, J. (1982). *Consequences of child abuse*. London: Academic Press
29. Mittal, S. (eds.). (2004). *Child Development. (III volumes)*. New Delhi: Ish Books.
30. Masson, J., McGovren, D., Pick, K. & Oakley, M.W. (2007). *Protecting powers: emergency intervention for children's protection*. England: John Wiely & Sons Ltd.
31. Pakistan Institute of Development Economics (1994). A micro analysis of urban child labor: some determinants of labor and its conditions. Islamabad: PIDE
32. Panter-Brick, C. (eds.). (1998). *Biosocial perspectives on children*. United Kingdom: Cambridge University Press.
33. Pryor, J & Rodgers, B. (2001). *Children in changing families: life after parental separation*. United Kingdom: Blackwell Publishers.
34. Rehmatullah, S. (2002). *Social welfare in Pakistan*. Karachi: Oxford University Press
35. Rao, V.K. (1997). *Early childhood care and education*. New Delhi: Common Wealth Publishers

III. Islam and Human Rights.

- Basic Human right and Islam
- "Human Rights" Prescribed as Quran, Hadith and Sunnah
- Islamic concept of Human rights and West

IV. Legal Frame of Human Rights.

- Introduction of international core documents on Human Rights.
- Charter of United Nations Organization 1945
- Universal declaration of Human Rights 1948.
- International convent on Economic, Social and Cultural Rights 1966.
- International convent on Civil and Political Rights 1966.

V. Social Work and Human Rights.

- Human Rights and approaches of Social Work.
- Need based approach
- Right based approach
- Philosophy field of applications of Social Work and Human Rights.
- Human Rights in Perspective of Social Justice and Social Work

VI. Status of Human Rights in Pakistan

- Introduction of Pakistan as Islamic democratic state and Human Rights.
- Constitutional base of Human Rights.
- Study of the profiles of Human Rights in Pakistan
- Human Rights Commission of Pakistan

VII. Human Rights and Civil Society

- Introduction of Civil Society.
- Relationship of Civil Society and Human Rights.
- Human Rights, UDHR and NGOs.

VIII. Human Rights, Theory and Practice

- Human Rights in new era
- State of Human Rights in third world countries.
- Abuse/violation of Human Rights.

Text Book References:

1. Agarwal, Amita. (2004). *Human Rights for Survival of Civilization*. New Dehli: Kalinga Publishers.
2. Grear, Anna. (2010). *Redirecting Human Rights*. London: Macmillan.
3. Sengupta, Arjun. (2005). *Reflection on the Right to Development*. New Delhi: Sage Publication.
4. Digumarti, Bhaskara. Rao. (2001). *International Instrument of Human Rights*. New Dehli: Sage Publication.
5. Bloom, J. Paul Martin, Wayne Proud foot. (1996). *Religious Diversity and Human Rights Religion.USA*: Columbia University.
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8. Mehartaj, Begum .(2000). *Human Rights in India: Issues and Perspectives*. New Dehli: A.P.H Publishing Co-orporation.
9. Mohanty, Jaga. Nath .(2003). *Human Rights Education*. New Delhi: Deep & Deep Publications.
10. Hans, Kochler. (1981) .*The Principles of International Law and Human Rights*. hanskoechler.com
11. Alain, Lefebvre. (1995). *Islam, Human Rights and Child Labour in Pakistan*. Nordic Institute of Asian Studies (NIAS).
12. Baehr, Peter. R. (2001). *Human Rights Universality in Practice*. Wiltshire: Chippenham.
13. Baehr, Peter. R. (2009). *Non Governmental Human Righats Organizations in international relations*. London: Palgrave.
14. Patman, Robert. G. (2000). *Universal Human Rights*. New York: St Martins Press.
15. Rubya, Shaheed. Fareeda. Mehdi. (1997). *Women Law in Legal Education and Practice in Pakistan*. Copenhegan: Blaggaadsgad.

"SOCIAL GERONTOLOGY"

Objectives:

To impart knowledge about the problems of aged and to know about the welfare services for them and the role of Social Works in the field of aging.

Introduction:

1. Introduction and importance of Social Gerontology.
2. Meaning, definition, scope and importance.
3. Islamic concept regarding care of aged
4. The Biology of Aging
5. The Psychology of Aging
 - a. The sensory functioning of aging
 - b. Perceptual and mental action.
6. Population structure: Ratio of 65+ Socio Economic condition
7. The myths and facts of aging.
8. Social theories of aging
 - a. The activity theory
 - b. The disengagement theory
9. General problem of old-age:
 - a. Social Problems (accommodation, transportation, recreational and religious practices)
 - b. Psychological problems (loneliness, isolation, fear of death, family issues and protection etc.)

- c. Physical problems (sight, hearing, general weakness, diet and other disabilities)
- d. Economic problems (Unemployment, pension, poverty etc.)
- 10. Aging in Pakistan. Social analysis
- 11. Social Policy on the elderly: Examples of USA, UK and Pakistan.
- 12. The research process and the elderly.
- 13. Case Management for Gerontological Social Works.
- 14. Aging and individual work, retirement and leisure
- 15. Services for aged in Pakistan
- 16. Public approach towards aging and aged: NGOs in Pakistan.
- 17. Culture and aging process in Pakistan at regional level
- 18. Long-term case system for the elderly.
- 19. Institutional care system.

Suggested Readings:

- Atchley Robert, (1988). "Social forces and aging", wordsworth Publishing company.
- Birren ,J. E., (1959). *Handbook of aging and the individual*. Chicago: University of Chicago Press.
- Birren James, E, and Schaie, W. K, (ed). (1977). *Handbook of the Psychology of Aging*. New York: Von Nostrand Reinhold.
- Borgatta Edgar (1987). "Critical Issues in Aging Policy", SAGE Publications.
- Cook Skinner, (1983). "Contemporary Perspectives on Adult development and Aging" Macmillian Publishing co., Inc. New York.

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- Decker L., David, (1980). *Social Gerontology*. California State College, Little, Brown & Co. Toronto, Canada.
- Hareven Adams, (1982). "Ageing and Life Course Transition", TAVISTOCK Publications, London
- Hobman, David, (ed). (1978). *The Social Challenge of Aging*. New York: St. Martin's.
- Hooyman, R. Nancy H. Asuman Kiyat (1996). "*Social Gerontology*" 4th Edition Asiman Schuster Company University of Washington.
- Ira Heilveil, (1983). " Video in Mental Health Practice", TAVISTOCK Publications London.
- Kaplan, Sadock, Grebb, (1994). "Synopsis of Psychiatry", Williams and Wilkins,.
- Khalid ,M. (1992). *Social Work Theory and Practice*. Karachi: Kifayat Academy,
- Kimmel, "Adulthood and Aging", John Wiley and Sons New York.
- L. Schneider, (1992). " Gerontological social work", Nelson-Hall Publishers, Chicago.
- Marshall Mary, (1983). "Social work with Old People", British Association of social workers.
- Maurer James, (1979). "Hearing and Aging", Grume and Stratton, Inc.

- Miller, Stephen J. (1960). "The Social Dilemma of the Aging Leisure Participation", In *Older People and Their Social Worlds*, eds. Arnold M. Rose and Warren A. Peterson. Philadelphia: F.A. Davis.
- Nancy Hooyman, (1999). "Social Gerontology", Allyn and Bacon Boston London.
- Parkatti, Kauppi, Tikkanen, (2000). "Education and Ageing", Great Britain By Biddes Ltd.
- Pauline, "Aging Parents", University of Southern California Press, 1979.
- Penelope Pearce, "Personal data Protection in Health and social services", Croom Helm, London, 1988.
- Pollak Margaret "Nine years Old", University Park Press Baltimore, 1979.
- Reichel William, "Clinical Aspects of Aging", Williams and Wilkins London, 1983.
- Schneider, L .R. & Kropf, P. Nancy P. (Ed) "*Gerontological Social Work, Knowledge, Service Settings, and Special Populations*. 2001.
- Schwartz and Peterson, "Introduction to Gerontology", Holt, Rinehart and Winston, USA, 1979.
- Tibbitts, Clark, (ed). *Handbook of Social Gerontology*. Chicago: University of Chicago Press, 1960.
- V.S. Upadhyay, "Anthropology of Ageing", Ranchi University India, 1994.
- W. Lynin, "Aging and Dementia" Spectrum Publications Inc, New York, 1977.
- Willian Reichel, "Care of the Elderly", Williams and Wilkins, 1995.

- Zarit Steven, "Aging and Metal Disorders", FP Press New York, 1980.

Social Defense and correctional Services

AIMS & OBJECTIVES:-

To help students understand the dynamics, origin and causes of social deviance, and the consequent action of the society to safe guard the interest of the society at large.

Contents:

- Definition, meaning and concept of social defense and correctional services.
- The concept of rehabilitation of offenders.
- Elements of Criminology : The Crime, The Courts and Penology
- History and development of Correctional services and institutions
- The concept of the Prisoners welfare.
- Theories of Correction and Rehabilitation of the offenders
- Retribution, Deterrence, Reformation and social solidarity.
- Patrol
- Probation
- Parole and Probation in Europe with special reference to UK
- Parole and Probation in Pakistan
- Structure and Functions of the Correctional services in Pakistan.
- Juvenile Justice system

Recommended Books:

- Andrew & Andrew, 1998, (ed) , *Principled Sentencing: Reading on Theory and Policy*. Oxford: Hart Publishing.
- Magnire, M. et.al.(ed) 1997, *The Oxford Handbook of Criminology* . London: Reiner.
- Platt, J & Labate, C. 1976, *Heroin Addiction: Theory, Research and Treatment* . New York: John Wiley
- Rowntree Joshua, 1905, *The Imperial Drug Trade* . London: Methuine & Co.
- Watt George, 1893, *A Dictionary of Economic Products of India, vol. VI Part-I*, London: W.H. Allen & Co.

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UNIVERSITY OF THE PUNJAB, LAHORE
DEPARTMENT OF SOCIAL WORK
MASTER PROGRAMME

Course: Social Rehabilitation.

Class: Part-II

Aims and Objectives:

The course has been designed to impart understanding about the concept of social rehabilitation in context of its application. The course aims to enable the social workers not only comprehend the process of social rehabilitation but also develop the skills which facilitate it and enhance functioning the practitioners.

Contents:

- Meaning and Concept.
- Philosophy / Ethics (value base).
- Importance of Social Rehabilitation
- Evolution / Systems of Social Rehabilitation.
- Forms / Models of Social Rehabilitation.
- Rehabilitation plans for special group (on family community and state level)
- Speech Therapy.
- Psycho-Social Orientation
- History, Systems of Social Rehabilitation.
- Policy / Law consideration in Social Rehabilitation.
- Emerging issues for Social Rehabilitation
- Human Trafficking.
- Community based Rehabilitation Program.
- Human Rights
- Conflict / Conflict resolution in Social scenario.
- Social Rehabilitation and Social Worker

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Text Book References:

1. Careers in Social and Rehabilitation Services (Paperback) By Geraldine Garner (Aothor).
2. Careers in Social and Rehabilitation Services By Geraldine O. Garner.
3. The Psychological and Social Impact of Illness and Disability: 5th Edition (Springer Series on Rehabilitation) – Hardcover (April 2, 2007) by Ph.D. Orto Arthur E. Dell and Paul W. Power
4. Social Workers' Desk Reference – Hardcover (Nov 21, 2008) by Albert R. Roberts.
5. Social Skills Training for Schizophrenia, Second Edition: A Step-by-Step Guide (TREATMENT MANUALS FOR PRACTITIONERS) by Alan S. Bellack, PhD Kim T. Mueser PhD, MSW Susan Gingerich MSW, and Julie Agresta (Paperback – April 7, 2004)
6. Avocational activities for the handicapped; A handbook for avocational counseling, (American lecture series, publication no. 922. A publication in the ... in social and rehabilitation psychology) by Robert P Overs (Unknown Binding - 1974)
7. Organizational structure and climate: implications for agencies; National study of social welfare and rehabilitation workers, work, and organizational ... and organizational contexts: working papers) by Joseph A Olmstead (Unknown Binding - 1973)
8. Adjustment to work (American lecture series, publication no. 892 A publication in the Bannerstone division of American lectures in social and rehabilitation psychology) by John G Cull (Hardcover - 1973).
9. PROBLEM FAMILIES AN EXPERIMENT IN SOCIAL REHABILITATION by Tom Stephens (Paperback - 1947)
10. The neglected order American; Social and rehabilitation services (Ammerican lecture series, publication no. 898. A publication in the Banner Stone division)

Social Development

This course is designed to provide an ideal introduction to development theories and practices for students with the analytical approach, that the focus on 'development' has continued into the 21st century, for example, through the Millennium Development Goals. While development is often viewed as something very positive, it is also very important to consider the possible detrimental effects of development on the natural environment, different social groups and on the cohesion and stability of societies.

This course investigates and places the discourse of development in a historical context and the development theories behind contemporary themes such as globalization and transnationalism.

In this course the main definitions of 'development' and 'development theory' are outlined with a description and explanation of how approaches to development have changed overtime. The differing explanations of inequalities in development both spatially and socially, and the reasoning behind different development policies are also considered.

The dynamic perspectives on social development will provide an invaluable, up to date and refreshing approach to key development issues for students working in the field of development in disciplines such as social work.

1. Introduction

- a) Definition of Development
- b) Modernity
- c) Development as an economic process
- d) Human Development
- e) Human Development Index

2. Measuring development

- a) Human Poverty index

3. Terminology

4. The Myth of Development

- b) A critique of a Eurocentric discourse
- c) Colonialism

5. Actors in development

6. Main Approaches to Development

7. Social and cultural Dimensions of Development

Booth, D. (1985) 'Marxism and Development Sociology: interpreting the Impasse', *World Development* 13 (7) : 761-87

Brohman, J. (1996) *Popular Development: Rethinking the Theory and Practice of Development*, Oxford: Blackwell.

Department of International Development (DFID) (1997) *Eliminating World Poverty: A Challenge for the 21st Century*, White Paper on International Development, London,: HMSO. ([http:// www.dfid.gov.uk](http://www.dfid.gov.uk))

Department of International Development (DFID) (2000) *Eliminating World Poverty: Making Globalization Work for the Poor*, White Paper on International Development, London,: HMSO. ([http:// www.dfid.gov.uk](http://www.dfid.gov.uk))

Elliot, J.A. (1999) *An Introduction to Sustainable Development*, 2nd edition, London, Routledge.

Esteva, G. and M.S. Prakash (1997) 'From global thinking to local thinking', in M.Rahnema with v. Bawtree (eds) *The Post Development Reader*, London, ZED Books, pp. 277-89

Fine, B. (1999) 'The Development state is dead-long live social capital?', *Development and Change* 30: 1-19.

Friedmann, J. (1992a) *Empowerment: The Politics of Alternative Development*, Oxford: Blackwell.

Goldring, L. (1999) 'Power and status in Transnational social spaces', in L. Pries(ed). *Migration and tRansnational Social Spaces*, Aldershot: Ashgate.

Hoogvelt, A. (1996) *Globalization and Post colonial World: The new Political Economy of Development*. London: Macmillan.

Howes, D. (ed.) (1996) *Cross Cultural Consumption: Global Markets, Local Realities*, London, Routledge.

Kilgour, A. (2000) *A Study of Low income Households and their perceptions of Environmental Problems during Rapid Urbanization in Hanoi, Vietnam*, unpublished PhD thesis, Department of Geography, University of Liverpool.

Kilmister, A. (2000) 'Socialist models of development', in T. Allen and A. Thomas (eds) *Poverty and Development into the 21st century*, Oxford: OUP.

McEwan, C. (2001) 'Post colonialism, feminism and development: intersections and dilemmas', *Progress in Development Studies* 1(2): 93-111.

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Moser, C. (1993) *Gender Planning and Development: Theory, Practice and Training*, London: Routledge.

Munck, R and Denis O'Hearn, (1988) *Critical Development Theory: Contributions to a new Paradigm*, Zed Books, London.

Peet, R. with E. Hartwick (1999) *Theories of Development*, London: The Guilford Press.

Raghuram, P. (1999) 'Religion and Development', in T. Skelton and T. Allen (eds) *Culture and Global Change*, London: Routledge, pp. 232-9.

Stavenhagen, R. (1986) 'Ethnodevelopment: a neglected dimension in development thinking', in R. Anthrope and A. Krahll (eds), Leiden: E.J. Brill, pp. 71-94.

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"POVERTY ALLEVIATION"

COURSE CONTENTS

Aims:-

Poverty is the global phenomenon. Despite of the economic growth in the world, the total number of poor people in the world has increased. Specially the South Asian region in the second poorest region of the world. In such circumstances students of social work must have a look on this important issue so this course is designed to serve the purpose of understanding poverty as a major socio economic problem of the society.

Objectives:

- To enable the students to learn concept of Poverty from different measuring methods and the role of Professional Social Worker in the process of poverty alleviation.
- To orient students to understand the increasing reorganization of the importance of the dynamic understanding of the causes and impact of poverty.
- To review the problem of poverty as a major social problem of the society.
- To make students understand a worsening of the problem of poverty.
- To enable students to see the steps taken at national and international level to combat poverty.

CONTENTS:

- 1) Definition, meaning, nature and concept of poverty.
- 2) Historical background of Poverty
- 3) Ideologies of Poverty
- 4) Importance for a social worker to have knowledge about Poverty.

5) Poverty profile of Pakistan

6) Different faces of poverty

7) Measuring poverty

- Measuring poverty at the country level
- Measuring poverty at the global level
- Define the welfare measure.
- Select a poverty line – that is a threshold below which a given household or individual will be classified as poor.
- Select a poverty indicator– which is used for reporting for the population as a whole or for a population sub-group only.

8) Causes/ factors of Poverty

- Poor governance
- Economic determinants
- Social determinants
- Environmental degradation and poverty

9) Initiatives to reduce poverty by different stakeholders like

- Public sector
- Non-profit sector and civil society
- Private sector
- Potential for public-private-civil society partnership

10) Impacts of Poverty--- Political, Economic, Social & Cultural Scenes in Pakistan.

11) Poverty Reduction Strategies of Pakistan.

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- PRSP-1
- PRSP-11

12) Introduction of Different Public & Private Organizations working for Poverty Alleviation in Pakistan.

Suggested Readings:

- Alcock, Pete (2006). *Understanding Poverty*. New York: Palgrave Macmillan.
- A Zafar (2004). *Poverty; Practical solutions to Pakistan's Economic Problems*. USHBA Publishing International, Pakistan.
- Haq, Mahboob (1997). *Poverty Alleviation in Pakistan – present scenario and future strategy*, Islamabad Book traders publications.
- Hoeven and Richard (nd). *Poverty Monitoring. An International Concern*. New York: St. Martin's Press.
- Nelson M. Joan (nd). *Poverty Inequality and Conflict in Developing Countries*. New York: Rocke Feller Brothers.
- Poverty Alleviation in Pakistan (1997).—Present Scenario and Future strategy by Mohibul Haq Sahibzada. Book Traders, Islamabad.
- Shahid.A. Hameed (2005) *Major issues in Pakistan Economy*, Lahore Ilmi Kitab Khana.

PAPER IX

Course Title: Field Work Practicum-III (Rural Community Development Training)

Aims:

One month block placement of M.Sc. Part-II students at different rural areas of Punjab is a regular, integral feature of the training at the Department of Social Work, University of the Punjab, Lahore. Since its inception the Department undertakes this meaningful capacity building of the students in close collaboration with the Directorate of Social Welfare, Women Development & Bait-ul-Mall. During this period, students closely examine the rural life, obtain knowledge about rural development programs and make practical efforts to initiate new programs and improve the previous ones.

The main objectives of the training are:

- To enable the students get acquainted with rural life and have a meaningful experience of it.
- To give opportunities to the students to undertake awareness raising, community mobilization, organization, group formation, need assessment, capacity building, monitoring and evaluation relating to welfare/development activities.
- To encourage the student to initiate and/or get involved in planning, running development programs / activities utilizing participatory development approach.

Course outline of Child Protection

Aims and Objectives of the Course

The course aims at providing students with knowledge of basic concepts and contemporary issues in the area of child protection and its relation or practical implementation to their field of practice. It will also help acquaint students with basic concept of child rights, welfare and protection. Students will be introduced with CRC structure of child welfare services and child protection initiatives in the country. The course will help students build understanding of current issues related to child protection and welfare. The students will finally be able to understand their role in the field of child protection.

Course Content

1. Definition of Child

- Who is a child various definitions of Child as per
 - i. Domestic Law
 - ii. International Treaties

2. Introduction to Child Welfare . Child Rights and Child Protection

- Definition, Aims and Objectives of Child Welfare
- Historical Development of Child Welfare Services
- Child Welfare Services their Organization and Functioning
- Definition of Child Rights
- Nature, Objectives, Need and Importance of Child Rights
- UNCRC an overview of the Convention
- What is Child Protection
- The Nature of Child Protection

3. Child Protection

- A Child's Right to Protection
- Historical Background of Child Rights Movement and right of Protection
- Understanding Child Protection (Various facts and figures)
- Why we need Child Protection
- CRC Guiding Principles for Child Protection
- Threats to the Protection of Children
- Prevention and Building Child Protective Environment
- Islam and Child Protection

4. Laws Policies and Initiatives related to Child's Protection

- Different significant legislations regarding children
- Customary laws and Practices
- Child Welfare Policy
- National Plan of Action
- UNICEF
- NCCWD
- Child Protection Bureau

5. Current Issues

- Health Issues
- Educational Issues
- Economic Issues (Poverty, Labor)
- Violence Against Children
- Abuse of Children

- Child Trafficking
- Drugs Abuse among children

6. Approaches towards child Issues

- Different Approaches Towards Child Issues
 - i. Welfare Approach
 - ii. Right Based Approach
 - iii. Development Approach

7. Roles and Responsibility

- Roles and responsibility of Different Stake holders in Child Protection
 - i. Family
 - ii. Community
 - iii. State
- Role of GOs, NGOs, INGOs and other International Organizations in Promotion and Protection of Children

Recommended Books

1. *Basic services for children: a continuing search for learning priorities-II.* (1978). UNESCO-UNICEF Co-operative programme. Internal bureau of education.
2. Barbra, F. (2004). *Contemporary child care policy and practice.* New York: Palgrave.
3. Bhargava, G. (2003). *Child labour.* New Delhi: Kalpaz.
4. Bowes, J.M. & Hayes, A. (eds.). (2003). *Children, families and communities:*

contexts and consequences. Melbourne: Oxford University Press.

5. Broadhursts, K. & Grover, C. & Jamieson, J. (eds.). (2009). *Critical perspectives on safeguarding children*. United Kingdom: Wiley- Blackwell.
6. Bruchey, S. (1998). *Children of poverty: studies on the effect of single parenthood, the feminization of poverty and homelessness*. New York: Garland.
7. Cleaver, H., Cowson, P., Gorin, S & Walker, S. (2009). *Safeguarding children: a shared responsibility*. London: Wiley- Blackwell.
8. Decker, C.A. & Decker, J.R. (1984). *Planning and administering early childhood programmes*. (Third Edition). Columbus: Charles E. Merrill Publishing Company
9. Doyle, C. (2006). *Working with abused children*. Third edition. New York: Palgrave Macmillan.
10. Erickson, E.L., McEvoy, A. & Collucci Jr, N.D. (1984). *Child abuse and neglect: a guide book for educators and community leaders*. Second edition. Florida: Learning Publications Inc.
11. Ferguson, H. (2004). *Protecting children in time: Child abuse, child protection and consequences in modernity*. New York: Palgrave Macmillan.
12. Foley, P., Roche, J, & Tucker, S. (eds.). (2001). *Children in society*. New York: Palgrave in association with The Open University.
13. Gupta, S. (1991). *Speaking of child care: everything you wanted to know*. New Delhi: Sterling Publications.

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15. Hill, M. & Tisdall, K. (1997). *Children and society*. United Kingdom: Longman.
16. Hopper, L. (2007). *Counseling and psychotherapy with children and adolescent: Basic texts in counseling and psychotherapy*. New York: Palgrave Macmillan.
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21. Jalalzai, M.K. (2003). *Child trafficking in Pakistan*. Karachi: Royal Book Company
22. Jalalzai, M.K. (2004). *Child labor and child abuse in Pakistan*. Lahore: Book Biz
23. Khalid, M. (1992). *Social Work: Theory and practice*. Karachi: Kifayat Academy
24. Kumar, A. (2004). *Female child labour*. New Delhi: APH
25. Kumari, Ved & Brooks, S. L. (2004). *Creative child advocacy: global perspectives*. New Delhi: Sage Publications India.

26. Lewis, A. (2000). *Researching children's' perspective*. Buckingham: Open University Press.
27. Lewis, A. (eds.). (2005). *Child sexual abuse*. USA: Thomson Gale.
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29. Mittal, S. (eds.). (2004). *Child Development. (III volumes)*. New Delhi: Ish Books.
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31. Pakistan Institute of Development Economics (1994). A micro analysis of urban child labor: some determinants of labor and its conditions. Islamabad: PIDE
32. Panter-Brick, C. (eds.). (1998). *Biosocial perspectives on children*. United Kingdom: Cambridge University Press.
33. Pryor, J & Rodgers, B. (2001). *Children in changing families: life after parental separation*. United Kingdom: Blackwell Publishers.
34. Rehmatullah, S. (2002). *Social welfare in Pakistan*. Karachi: Oxford University Press
35. Rao, V.K. (1997). *Early childhood care and education*. New Delhi: Common Wealth Publishers

36. Roy, K. (2000). *Women and child development*. New Delhi: Common Wealth Publishers
37. Saunders, B.J & Goddard, C. (2010). *Physical punishment in childhood: The rights of the child*. United Kingdom: Wiley-Blackwell
38. Sayer, T. (2008). *Critical practice in working with children*. New York: Palgrave Macmillan.
39. Shandilya, T. (2003). *Child labor : a global challenge*. New Delhi: Deep and Deep.
40. Siddiqui, M.I. (2003). *Child labour: how to investigate*. New Delhi: Deep and Deep.
41. Singh, I.S. (1992). *Child labour*. New Delhi: Oxford University Press.
42. Smith, R. (2010). *A universal child*. London: Palgrave Macmillan
43. No author. (1997). *Child labour: the legal aspect*. Islamabad: SPARC
44. Steveson, O. (2007). *Neglected children and their families*. Second edition. United Kingdom: Blackwell Publishing.
45. Trotter, C. (2004). *Helping Abused Children and their families*. London: Sage Publications.
46. Venkatesan, S. (2004). *Children with developmental disabilities*. Sage Publications: New Delhi.
47. Wyness, M. (2006). *Childhood and society: An introduction to the sociology of*

childhood. New York: Palgrave Macmillan.

COURSE: HUMAN RIGHTS

Aims and Objectives:

The course is designed to provide foundation about human rights. It also includes the introduction of international and regional conventions and instruments that function as guidelines to develop policies and plans regarding human rights. The main objectives of the course are to provide information on international human rights sources, systems, standards, issues and human rights organizations. It aims to study the Human Rights for effective Social Work Practice and sensitize the graduates to their particular role in protecting human rights. The Philosophy behind introducing this course is to enhance potential and effectiveness of social workers as practioners in the fields of social development.

Contents:

I. Introduction.

- Definition, Meaning and Concept of Human Rights.
- Human Rights as concept and claim in global world.
- Need and importance of Human Rights
- Human Rights in global scenario.

II. History of Human Rights.

- Human Rights in historical scenario
- Value base of Human Rights.
- Theories about Human Rights.
- Human Rights in Ration and Philosophy.

III. Islam and Human Rights.

- Basic Human right and Islam
- "Human Rights" Prescribed as Quran, Hadith and Sunnah
- Islamic concept of Human rights and West

IV. Legal Frame of Human Rights.

- Introduction of international core documents on Human Rights.
- Charter of United Nations Organization 1945
- Universal declaration of Human Rights 1948.
- International convent on Economic, Social and Cultural Rights 1966.
- International convent on Civil and Political Rights 1966.

V. Social Work and Human Rights.

- Human Rights and approaches of Social Work.
- Need based approach
- Right based approach
- Philosophy field of applications of Social Work and Human Rights.
- Human Rights in Perspective of Social Justice and Social Work

VI. Status of Human Rights in Pakistan

- Introduction of Pakistan as Islamic democratic state and Human Rights.
- Constitutional base of Human Rights.
- Study of the profiles of Human Rights in Pakistan
- Human Rights Commission of Pakistan

VII. Human Rights and Civil Society

- Introduction of Civil Society.
- Relationship of Civil Society and Human Rights.
- Human Rights, UDHR and NGOs.

VIII. Human Rights, Theory and Practice

- Human Rights in new era
- State of Human Rights in third world countries.
- Abuse/violation of Human Rights.

Text Book References:

1. Agarwal, Amita. (2004). *Human Rights for Survival of Civilization*. New Dehli: Kalinga Publishers.
2. Grear, Anna. (2010). *Redirecting Human Rights*. London: Macmillan.
3. Sengupta, Arjun. (2005). *Reflection on the Right to Development*. New Delhi: Sage Publication.
4. Digumarti, Bhaskara. Rao. (2001). *International Instrument of Human Rights*. New Dehli: Sage Publication.
5. Bloom, J. Paul Martin, Wayne Proud foot. (1996). *Religious Diversity and Human Rights Religion.USA*: Columbia University.
6. Derek, McGhee. (2010). *Security Citizenship and Human Rights*. London: Macmillan.
7. Ansari. M. R. (2006). *Protecting Human Rights*. New Dehli: Maxford Books.
8. Mehartaj, Begum .(2000). *Human Rights in India: Issues and Perspectives*. New Dehli:A.P.H Publishing Co-orporation.
9. Mohanty,Jaga. Nath .(2003). *Human Rights Education*. New Delhi: Deep & Deep Publications.
10. Hans,Kochler. (1981) .*The Principles of International Law and Human Rights*. hanskoechler.com
11. Alain,Lefebvre. (1995). *Islam, Human Rights and Child Labour in Pakistan*. Nordic Institute of Asian Studies (NIAS).
12. Baehr, Peter. R. (2001). *Human Rights Universality in Practice*. Wiltshire: Chippenham.
13. Baehr, Peter. R.(2009). *Non Governmental Human Righats Organizations in international relations*. London: Palgrave.
14. Patman,Robert. G. (2000). *Universal Human Rights*. New York: St Martins Press.
15. Rubya.Shaheed. Fareeda. Mehdi. (1997). *Women Law in Legal Education and Practice in Pakistan*. Copenhegan:Blaggaadsgad.

“SOCIAL GERONTOLOGY”

Objectives:

To impart knowledge about the problems of aged and to know about the welfare services for them and the role of Social Works in the field of aging.

Introduction:

1. Introduction and importance of Social Gerontology.
2. Meaning, definition, scope and importance.
3. Islamic concept regarding care of aged
4. The Biology of Aging
5. The Psychology of Aging
 - a. The sensory functioning of aging
 - b. Perceptual and mental action.
6. Population structure: Ratio of 65+ Socio Economic condition
7. The myths and facts of aging.
8. Social theories of aging
 - a. The activity theory
 - b. The disengagement theory
9. General problem of old-age:
 - a. Social Problems (accommodation, transportation, recreational and religious practices)
 - b. Psychological problems (loneliness, isolation, fear of death, family issues and protection etc.)

c. Physical problems (sight, hearing, general weakness, diet and other disabilities)

d. Economic problems (Unemployment, pension, poverty etc.)

10. Aging in Pakistan. Social analysis
11. Social Policy on the elderly: Examples of USA, UK and Pakistan.
12. The research process and the elderly.
13. Case Management for Gerontological Social Works.
14. Aging and individual work, retirement and leisure
15. Services for aged in Pakistan
16. Public approach towards aging and aged: NGOs in Pakistan.
17. Culture and aging process in Pakistan at regional level
18. Long-term case system for the elderly.
19. Institutional care system.

Suggested Readings:

- Atchley Robert, (1988). "Social forces and aging", wordsworth Publishing company.
- Birren ,J. E., (1959). *Handbook of aging and the individual*. Chicago: University of Chicago Press.
- Birren James, E, and Schaie, W. K, (ed). (1977). *Handbook of the Psychology of Aging*. New York: Von Nostrand Reinhold.
- Borgatta Edgar (1987). "Critical Issues in Aging Policy", SAGE Publications.
- Cook Skinner, (1983). "Contemporary Perspectives on Adult development and Aging" Macmillian Publishing co., Inc. New York.

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- Hareven Adams, (1982). "Ageing and Life Course Transition", TAVISTOCK Publications, London
- Hobman, David, (ed). (1978). *The Social Challenge of Aging*. New York: St. Martin's.
- Hooyman, R. Nancy H. Asuman Kiyat (1996). "*Social Gerontology*" 4th Edition Asiman Schuster Company University of Washington.
- Ira Heilveil, (1983). " Video in Mental Health Practice", TAVISTOCK Publications London.
- Kaplan, Sadock, Grebb, (1994). "Synopsis of Psychiatry", Williams and Wilkins,.
- Khalid ,M. (1992). *Social Work Theory and Practice*. Karachi: Kifayat Academy,
- Kimmel, "Adulthood and Aging", John Wiley and Sons New York.
- L. Schneider, (1992). " Gerontological social work", Nelson-Hall Publishers, Chicago.
- Marshall Mary, (1983). "Social work with Old People", British Association of social workers.
- Maurer James, (1979). "Hearing and Aging", Grume and Stratton, Inc.

- Miller, Stephen J. (1960). "The Social Dilemma of the Aging Leisure Participation",
In *Older People and Their Social Worlds*, eds. Arnold M. Rose and Warren A.
Peterson. Philadelphia: F.A. Davis.
- Nancy Hooyman, (1999). "Social Gerontology", Allyn and Bacon Boston London.
- Parkatti, Kauppi, Tikkanen, (2000). "Education and Ageing", Great Britain By Biddes
Ltd.
- Pauline, "Aging Parents", University of Southern California Press, 1979.
- Penelope Pearce, "Personal data Protection in Health and social services", Croom
Helm, London, 1988.
- Pollak Margaret "Nine years Old", University Park Press Baltimore, 1979.
- Reichel William, "Clinical Aspects of Aging", Williams and Wilkins London, 1983.
- Schneider, L .R. & Kropf, P. Nancy P. (Ed) "*Gerontological Social Work,
Knowledge, Service Settings, and Special Populations*. 2001.
- Schwartz and Peterson, "Introduction to Gerontology", Holt, Rinehart and Winston,
USA, 1979.
- Tibbitts, Clark, (ed). *Handbook of Social Gerontology*. Chicago: University of
Chicago Press, 1960.
- V.S. Upadhyay, "Anthropology of Ageing", Ranchi University India, 1994.
- W. Lynin, "Aging and Dementia" Spectrum Publications Inc, New York, 1977.
- Willian Reichel, "Care of the Elderly", Williams and Wilkins, 1995.

- Zarit Steven, "Aging and Metal Disorders", FP Press New York, 1980.

Social Defense and correctional Services

AIMS & OBJECTIVES:-

To help students understand the dynamics, origin and causes of social deviance, and the consequent action of the society to safe guard the interest of the society at large.

Contents:

- Definition, meaning and concept of social defense and correctional services.
- The concept of rehabilitation of offenders.
- Elements of Criminology : The Crime, The Courts and Penology
- History and development of Correctional services and institutions
- The concept of the Prisoners welfare.
- Theories of Correction and Rehabilitation of the offenders
- Retribution, Deterrence, Reformation and social solidarity.
- Patrol
- Probation
- Parole and Probation in Europe with special reference to UK
- Parole and Probation in Pakistan
- Structure and Functions of the Correctional services in Pakistan.
- Juvenile Justice system

LABOUR WELFARE

OBJECTIVES:

1. To understand labour policy of the Government.
2. To know labour laws and industrial relation system and role of Social Work Profession in labour welfare.

CONTENTS:

I. Introduction:

1. Islamic view point in respect of employer and employees relationship: (a) dignity of labour, (b) rights of working class and its duties, (c) rights and obligations of employer, (d) concept of ownership and its effectiveness.
2. Concept, definition and need of labour relations. Industrial disputes and their causes.

II. Labour Economics:

Industrial Revolution. Industrial Development in Pakistan. Role of industry in National Development. Major Industries in Pakistan. Socio-economic problems as a result of industrialization in Pakistan. Discussion of topics such as wages, labour, employment and un-employment.

III. Labour Administration and Legislation:

1. Ministry of Labour, its organization and functions.
2. Government Departments related with labour at National and Provincial levels, their organization and functioning.
3. International Labour organization: Establishment, development and working of the I.L.O. Office. Conventions and recommendation. Contribution of I.L.O. in evolution of National Labour Policies and practices.
4. Labour legislation. Provisions in constitution relating to Labour Laws, their salient features and implementation.

IV. Industrial Relations And Welfare:

1. Trade Unionism: History and form of worker's Organization. Historical Development of Trade Union Movement in Pakistan. Purpose, objectives and functions of Trade Unions in Pakistan.
2. Industrial Relations: Theories, social background of Industrial Relations. Joint negotiation and Consultation Works Committee, Collective bargaining, Statutory Provisions for the settlement of Industrial disputes. Conciliation, Arbitration and Adjudication.
3. Labour Welfare and Safety Laws.

8. Economic Problems of Pakistan. By M. Saed Nasir and S. Kamal Hyder, Ilmi Book House, Urdu Bazar Lahore – 1987-88.
10. New Labour Laws and Labour Policy, by Hafeez Ahmad. M. Suleman Qureshi & Sons Katchery Road, Lahore, 1972.
11. Encyclopedia of Seerah, Vol-II, the Muslim Schools Trust, London – 1982.
12. The concept of Labour in Islam, by Khalid-ur-Rehman. Arif Publications – Marston Road Karachi – 1995.
13. Social work Theory and Practice, by Muhammad Khalid, Kifayat Academy, Urdu Bazar Lahore – 1992.
14. Gregor Murray et.al Work Employment Relations in the High Performance Workplace Continuum The Tower Building, 11 York Road, London, 2002.
15. A.S. Kohli: Labour Welfare and Social Security (First Ed.1997).
16. Ali Amjad: Labour Legislation and Trade Unions in India and Pakistan (First Published 1997).

V. Personnel Management:

- a) Definition, Historical background need and scope of Personnel department.
- b) Organization and administration of employee services. Recruitment, Selection, Induction Training, Job Assignment, follow-up etc.
- c) Role and functions of Personnel Officer.

VI. Industrial Health and Safety:

- a) Concept and need for Industrial health and Safety.
- b) Statutory provisions regarding health and Safety and their implementation.

VII. Labour Welfare and Social Work:

- a) Concept and need for labour welfare services, their planning, organization and administration.
- b). Agencies in the field of labour Welfare; their organization and functioning.
- c) Role and function of Social Worker in labour Welfare and use of Social Work methods.

VIII. Social Security Programme and Labour Welfare:

Historical background and benefits.

IX. Critical Issues Related to Labour Welfare:

Problem related to labour welfare

Recommended Books:

1. Gallenson, Walter. Labour and Trade Unionism, New York: John Wiley, 1960.
2. Mills, Trade Unionism in Pakistan Cornell University Ithaca, N.Y.
3. North, Colf. Personnel Management, Principles and Practices. London Pitman.
4. Raza, A. Industrial Labour Relations in Pakistan. Pakistan Labour Publication
5. Shafi, M. Labour Code of Pakistan. Karachi, Pakistan Labour Publication.
6. Pakistan Institute of Personnel Admn., Employees in Pakistan Karachi: PIPA., ILO Publication.
7. Labour Laws of Pakistan, by Ch. Altaf Hussain, P.L.T. Publications Urdu Bazar Lahore, 1983.

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UNIVERSITY OF THE PUNJAB, LAHORE
DEPARTMENT OF SOCIAL WORK
MASTER PROGRAMME

Course: Social Rehabilitation.

Class: Part-II

Aims and Objectives:

The course has been designed to impart understanding about the concept of social rehabilitation in context of its application. The course aims to enable the social workers not only comprehend the process of social rehabilitation but also develop the skills which facilitate it and enhance functioning the practitioners.

Contents:

- Meaning and Concept.
- Philosophy / Ethics (value base).
- Importance of Social Rehabilitation
- Evolution / Systems of Social Rehabilitation.
- Forms / Models of Social Rehabilitation.
- Rehabilitation plans for special group (on family community and state level)
- Speech Therapy.
- Psycho-Social Orientation
- History, Systems of Social Rehabilitation.
- Policy / Law consideration in Social Rehabilitation.
- Emerging issues for Social Rehabilitation
- Human Trafficking.
- Community based Rehabilitation Program.
- Human Rights
- Conflict / Conflict resolution in Social scenario.
- Social Rehabilitation and Social Worker

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- a) Social Evolution
- b) Ethno Development
- c) Cultures of Resistance
- d) Development, age, gender and ethnicity

8. Structuralism, neo-Marxism and Socialism

- a) Marxist stages of Social Development
- b) Structuralism and dependency theories
- c) Socialist approaches to development

9. Environment and development theory

- a) Relationships between population and environment
- b) Modernization theory and environment
- c) Socialist development and the natural environment
- d) Sustainable development
- e) Poverty and environment

10. Globalization and Social Development

- a) Definitions of Globalization
- b) New International Division of Labor
- c) World Trade Organization
- d) Globalization and Cultural homogenization
- e) Transnational political organizing
- f) Localization

11. Grass root Development

- a) Basic needs
- b) Decentralization
- c) The Role and increasing importance of NGOs
- d) Concepts of participation and empowerment
- e) Civil society and Social Capital

References:

Amin, S. (1974) Accumulation on a World scale: A Critique of the theory of Underdevelopment, New York: Monthly Review Press.

Balassa, B. (1971) 'Trade Policies in Developing Countries'. American Economic Review 61 (May):178-87.

Barrow, C.J. (1995) Developing the Environment: Problems and Management, Harlow: Longman.

Bauer, P. (1972) Dissent on Development, Boston: Harvard University Press.

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Booth, D. (1985) 'Marxism and Development Sociology: interpreting the Impasse', *World Development* 13 (7): 761-87

Brohman, J. (1996) *Popular Development: Rethinking the Theory and Practice of Development*, Oxford: Blackwell.

Department of International Development (DFID) (1997) *Eliminating World Poverty: A Challenge for the 21st Century*, White Paper on International Development, London, HMSO. ([http:// www.dfid.gov.uk](http://www.dfid.gov.uk))

Department of International Development (DFID) (2000) *Eliminating World Poverty: Making Globalization Work for the Poor*, White Paper on International Development, London, HMSO. ([http:// www.dfid.gov.uk](http://www.dfid.gov.uk))

Elliot, J.A. (1999) *An Introduction to Sustainable Development*, 2nd edition, London, Routledge.

Esteva, G. and M.S. Prakash (1991) 'From global thinking to local thinking', in M.Rahnema with v. Bawtree (eds) *The Post Development Reader*, London, ZED Books, pp. 277-89

Fine, B. (1999) 'The Development state is dead-long live social capital?', *Development and Change* 30: 1-19.

Friedmann, J. (1992a) *Empowerment: The Politics of Alternative Development*, Oxford: Blackwell.

Goldring, L. (1999) 'Power and status in Transnational social spaces', in L. Pries(ed). *Migration and tRansnational Social Spaces*, Aldershot: Ashgate.

Hoogvelt, A. (1996) *Globalization and Post colonial World: The new Political Economy of Development*. London: Macmillan.

Howes, D. (ed.) (1996) *Cross Cultural Consumption: Global Markets, Local Realities*, London, Routledge.

Kilgour, A. (2000) *A Study of Low income Households and their perceptions of Environmental Problems during Rapid Urbanization in Hanoi, Vietnam*, unpublished PhD thesis, Department of Geography, University of Liverpool.

Kilmister, A. (2000) 'Socialist models of development', in T. Allen and A. Thomas (eds) *Poverty and Development into the 21st century*, Oxford: OUP.

McEwan, C. (2001) 'Post colonialism, feminism and development: intersections and dilemmas', *Progress in Development Studies* 1(2): 93-111.

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Moser, C. (1993) *Gender Planning and Development: Theory, Practice and Training*, London: Routledge.

Munck, R and Denis O'Hearn, (1988) *Critical Development Theory: Contributions to a new Paradigm*, Zed Books, London.

Peet, R. with E. Hartwick (1999) *Theories of Development*, London: The Guilford Press.

Raghuram, P. (1999) 'Religion and Development', in T. Skelton and T. Allen (eds) *Culture and Global Change*, London: Routledge, pp. 232-9.

Stavenhagen, R. (1986) 'Ethnodevelopment: a neglected dimension in development thinking', in R. Anthrope and A. Krah (eds), Leiden: E.J. Brill, pp. 71-94.

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"POVERTY ALLEVIATION"

COURSE CONTENTS

Aims:-

Poverty is the global phenomenon. Despite of the economic growth in the world, the total number of poor people in the world has increased. Specially the South Asian region in the second poorest region of the world. In such circumstances students of social work must have a look on this important issue so this course is designed to serve the purpose of understanding poverty as a major socio economic problem of the society.

Objectives:

- To enable the students to learn concept of Poverty from different measuring methods and the role of Professional Social Worker in the process of poverty alleviation.
- To orient students to understand the increasing reorganization of the importance of the dynamic understanding of the causes and impact of poverty.
- To review the problem of poverty as a major social problem of the society.
- To make students understand a worsening of the problem of poverty.
- To enable students to see the steps taken at national and international level to combat poverty.

CONTENTS:

- 1) Definition, meaning, nature and concept of poverty.
- 2) Historical background of Poverty
- 3) Ideologies of Poverty
- 4) Importance for a social worker to have knowledge about Poverty.

5) Poverty profile of Pakistan

6) Different faces of poverty

7) Measuring poverty

- Measuring poverty at the country level
- Measuring poverty at the global level
- Define the welfare measure.
- Select a poverty line – that is a threshold below which a given household or individual will be classified as poor.
- Select a poverty indicator– which is used for reporting for the population as a whole or for a population sub-group only.

8) Causes/ factors of Poverty

- Poor governance
- Economic determinants
- Social determinants
- Environmental degradation and poverty

9) Initiatives to reduce poverty by different stakeholders like

- Public sector
- Non-profit sector and civil society
- Private sector
- Potential for public-private-civil society partnership

10) Impacts of Poverty--- Political, Economic, Social & Cultural Scenes in Pakistan.

11) Poverty Reduction Strategies of Pakistan.

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- PRSP-1
- PRSP-11

12) Introduction of Different Public & Private Organizations working for Poverty Alleviation in Pakistan.

Suggested Readings:

- Alcock, Pete (2006). *Understanding Poverty*. New York: Palgrave Macmillan.
- A Zafar (2004). *Poverty: Practical solutions to Pakistan's Economic Problems*. USHBA Publishing International, Pakistan.
- Haq, Mahboob (1997). *Poverty Alleviation in Pakistan – present scenario and future strategy*, Islamabad Book traders publications.
- Hoeven and Richard (nd). *Poverty Monitoring. An International Concern*. New York: St. Martin's Press.
- Nelson M. Joan (nd). *Poverty Inequality and Conflict in Developing Countries*. New York: Rocke Feller Brothers.
- Poverty Alleviation in Pakistan (1997).—Present Scenario and Future strategy by Mohibul Haq Sahibzada. Book Traders, Islamabad.
- Shahid.A. Hameed (2005) *Major issues in Pakistan Economy*, Lahore Ilmi Kitab Khana.



DEPARTMENT OF SOCIAL WORK

UNIVERSITY OF THE PUNJAB, QUAID-I-AZAM CAMPUS, LAHORE

Phone: (Office: 042-99231553) (Chairman: 042-99230958)

Ref. No. D/ 798 /SW

Dated 22-05-2019

The Deputy Controller (Secrecy)
University of the Punjab
Lahore.

Dear Sir

Reference telephonic conversation, please find enclosed herewith the scheme of study of MSc Social Work.

Thanking you.

Regards,

DR. TAHIRA JABEEN
Chairperson

E-mail: chairman.dsw@pu.edu.pk

SCHEME OF STUDY OF M.SC. SOCIAL WORK FROM SESSION 2017-2019

PART-I

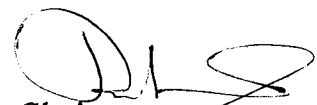
| PAPER | SUBJECT NAME | MARKS |
|---------------------------|--|--------------|
| PAPER-I | SOCIAL CASE WORK | 50 |
| PAPER- II | SOCIAL GROUP WORK | 50 |
| PAPER-III | COMMUNITY DEVELOPMENT & ORGANIZATION | 50 |
| PAPER-IV | SOCIAL RESEARCH METHODS-I | 50 |
| PAPER-V | INTRODUCTORY ECONOMICS FOR SOCIAL WORKERS | 50 |
| PAPER-VI | SOCIOLOGY OF CULTURE & SOCIAL INSTITUTIONS | 50 |
| PAPER-VII | HUMAN GROWTH & BEHAVIOR | 50 |
| PAPER-VIII | HISTORY & PHILOSOPHY OF SOCIAL WORK | 50 |
| PAPER-IX | SOCIAL ACTION | 50 |
| PAPER-X | GENDER & DEVELOPMENT | 50 |
| PAPER-XI | FIELD WORK PRACTICUM-I | 100 |
| TOTAL MARKS PART-I | | 600 |

PART-II

| PAPER | SUBJECT NAME | MARKS |
|----------------------------|--|--------------|
| PAPER-I | SOCIAL POLICY, PLANNING & WELFARE ADMINISTRATION | 50 |
| PAPER- II | SOCIAL RESEARCH METHODS II | 50 |
| PAPER-III | SOCIAL STATISTICS & COMPUTER APPLICATION | 50 |
| PAPER-IV | SOCIAL LEGISLATION | 50 |
| PAPER-V | NGO MANAGEMENT & LEADERSHIP | 50 |
| PAPER-VI | MEDICAL & PSYCHIATRIC SOCIAL WORK | 50 |
| PAPER-VII | POPULATION PLANNING / HUMAN RIGHTS (OPTIONAL) | 50 |
| PAPER-VIII | FIELD WORK PRACTICUM-II | 100 |
| PAPER-IX | RURAL COMMUNITY DEVELOPMENT | 50 |
| PAPER-X | RESEARCH THESIS | 100 |
| TOTAL MARKS PART-II | | 600 |

OPTIONAL COURSES:

HUMAN RIGHTS, POPULATION PLANNING, SOCIAL DEVELOPMENT, POVERTY REDUCTION, GERONTOLOGY, SOCIAL DEFENCE AND CORRECTIONAL SERVICES, CHILD PROTECTION, LABOUR WELFARE AND INDUSTRIAL RELATIONS, SOCIAL REHABILITATION



Chairperson
Department of Social Work
University of the Punjab
Lahore.

Rural Community Development

Course Objectives

Despite increased urbanization in Pakistan, still rural population comprises 61.5 % of the total population. Deprived of basic necessities of life, people of rural areas are forced to live a very difficult life. Rural Community Development is a course being offered to the students of MSc Social Work in the second year. It aims at providing learning opportunities to the students about the issues and the practical solution to rural development problems. Rural Community Development encompasses a range of issues, and this course, therefore, will be comprising diverse topics including: meaning of development and rural community development, theories of development, strategies and programmes of Rural Community Development at international and national level, and appraisal of approaches adapted to effect rural development.

Learning Outcomes

On completion of the course, students shall be able to:

Knowledge and understanding

- Demonstrate knowledge and understanding of concepts of development, community, and Rural Community Development
- Understand Rural & Urban Dichotomy and Characteristics of Rural Communities
- Group Rural Livelihood
- Know Dynamics of Rural Society, Culture, Politics, Economy
- Learn Strategies and Policies of Rural Community Development in Pakistan
- Learn Role of Social Work in Rural Community Development

Skills and abilities

- Apply their knowledge and understanding, and problem-solving abilities, to independently identify rural development issues
- Demonstrate an ability to critically and systematically integrate knowledge, to analyze complex phenomena and issues in the fields of rural community development and rural livelihoods
- Identify and analyze specific rural development needs
- Demonstrate an ability to clearly present and discuss conclusions, and the arguments behind them, orally and in writing

Course Contents

1. What is Development?
2. Theories of development /underdevelopment
 - a. modernization
 - b. dependency
 - c. world system
 - d. imperialism
3. Indicators of Development
4. Characteristics of Developing Countries
5. Sustainable Development Goals (SDGs)
6. Concept of Community, its Characteristics and Types
7. The Rural Community- Urban Community Dichotomy
8. Concept of Community Development
9. Concept of Rural Community Development
10. Objectives of Rural Community Development
11. Significance of Rural Community Development
12. Problems in Rural Life
 - a. People related problems
 - b. Agricultural related problems
 - c. Infrastructure related problems
 - d. Administrative problems
13. Rural Economy
14. Dynamics of Rural Politics
15. Rural Social Institutions
16. Participatory Rural Appraisal (PRA/RRA)
17. Issues and Challenges in Rural Community Development
18. Policies and Programs regarding Rural Community Development in Pakistan
19. Social Work in Rural Community

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