Course Contents for Subjects with Code: SOCW

This document only contains details of courses having code SOCW.
OBJECTIVES:

The purpose of this course is to acquaint students with the nature and scope of Social Work. This course will familiarize the students with the basic knowledge of Social work.

CONTENTS:

Introduction:
1. Definition of social work
2. Philosophical base of social work
3. Basic principles of social work
4. Professional and voluntary social work
5. Islamic concept of social work
6. Modern concept of Social work
   a. Preventive
   b. Curative
   c. Rehabilitative
7. Social Work methods
   a. Primary
      i. Social Case work;
      ii. Social group work
      iii. Community organization and development
   b. Secondary
      i. Social Research
      ii. Social welfare Management (Administration)
      iii. Social Action
8. Important fields of social work practice

Recommended Books:
SOCW-102 Social Welfare in Pakistan 3 II

OBJECTIVES:
The course will enable the students to understand the concept of Social Welfare, its evolution at international and national level, and history of Social Welfare System under the Colonial period. The course will help the students to understand the modern concept of Social Welfare, Social Work and Policies Development.

CONTENTS:
Introduction
1. Definition and Related Concepts
   a. Functional definition
   b. Descriptive definition
2. Relationship between social welfare and social work
3. Historical Development of social welfare in Pakistan
4. Concept of social welfare in Islam
   a. Political system in Islam
   b. Concept of sovereignty in Islam
   c. First welfare state
5. National Social welfare policies in Pakistan; a critical evaluation
   b. Social welfare policy 1994
   c. Contemporary social protection nets in Pakistan
6. History of welfare development in UK
   a. Old world background
   b. Early charities in England
   c. Early poor laws
   d. Work house and out door relief
   e. The partial relief system
   f. The poor laws reforms 1834
   g. Child labour and factory legislation
   h. Poor laws reforms 1905
   i. Social welfare in UK
7. Seminar on
   a. Structure and functions of social welfare ministry/departments in Pakistan
   b. Economic system of Islam
   c. The role of Zakat Department and Pakistan Baitulmal in poverty alleviation

Recommended Books:
SOCW-111  Social Work  3  II
SOCW-211

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<td>2</td>
<td>Sociology &amp; Sociocultural Studies</td>
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1. **Introduction**
   a. Social Work and its definition
   b. Relationship with Sociology
   c. Sociological theory and its applications to Social Work

2. **Methods of Social Work**
   a. Case Work
   b. Group Work
   c. Community Development

3. **Social Welfare Services**
   a. Psychiatric Social Work
   b. Medical Social Work
   c. Social work in Schools
   d. Child Welfare
   e. Services of the Older Persons
   f. Services for Women
   g. Other services.

**Recommended Books**
OBJECTIVES:
The purpose of this course is to acquaint students with the structure and function of society as well as social institutions.

CONTENTS
Introduction
1. Definition and description of society
2. Evolution of Society
3. Characteristic of Society
4. Forms of Society
5. Definition and description of “Social Institutions”.
6. Structure and characteristics of social institutions.
   a. Primary
   b. Secondary
8. Functions and Importance of the following Social Institutions.
   a. Family
   b. Religious institutions
   c. Political Institutions
   d. Educational Institutions.
   e. Economic Institutions
   f. Recreational institutions
9. Introduction to Civil society organizations
   a. Community Based Organizations
   b. Community Citizen Board
   c. Non Government Organizations
   d. International Non Governmental Organizations
   e. UN Bodies
   f. Chamber of Commerce and Industries

Recommended Books:
OBJECTIVES:

The aim of the course is to enable the graduates of social work not only comprehend the personality structure of the client, and also interpret the personality dynamics both normal and abnormal of the human being while working as team member in psychiatric settings.

CONTENTS:

1. Significance of the study of human growth and personality development for effective social work practices.
2. Approaches to the study of human development
   a. Human growth as concept and process
   b. Phases of human development
   c. Factors which influence human growth/development as process
   d. Principles of human development
3. Levels of functioning of human mind and behavior perspectives
   a. Biological structure and functioning of human mind
      i. Psychological level of functioning of human mind
      ii. Conscious level
      iii. Subconscious level
      iv. Unconscious level
4. Constituents of human personality
   a. Id
   b. Ego
   c. Super-Ego
5. Dynamics of human behavior and personality structure
6. Basic assumptions about human behavior
7. Role of Nature & Nurture in Personality Development
8. Defense mechanism
   a. Origin
   b. Dynamics
   c. Illustration
9. Abnormal behavior
   a. Psycho-neurotic
   b. Psychotic and
   c. Psycho-somatic disorders

Recommended Books:
OBJECTIVES:

To help students understand the multiple causes of the social problems of the society and possible ways to solve these problems.

CONTENTS:

1. Social problems  
   a) Definition and meaning of social problems  
   b) Definition and meaning of social evil  
   c) Difference between Social problems & social evil  
   d) Importance of its study.  
   e) Impact of Social Problems & Development

2. Crime.  
   Its causes and Remedies.

3. Over Population  
   Its causes, effects and Remedies.

4. Juvenile Delinquency  
   Its causes and Remedies.

5. Illiteracy  
   Its causes and Remedies.

6. Poverty,  
   Its causes, Alleviation of Poverty/Remedies.

7. Beggary:  
   Its causes, consequences, and Remedies.

8. Unemployment and under employment,  
   Its causes and Remedies.

   Its causes and Remedies

10. Drug Addiction  
    Its causes and Remedies.

11. Problems related to Agriculture  
    Its causes and Remedies.

12. Family Problems  
    Its causes and Remedies.

13. Labour Problems  
    Contemporary Labour Problems, effects and Remedies

14. Faction and Feuds  
    Its causes, effects and Remedies

15. Sectarian Violence  
    Introduction, meaning, causes and remedies
16. **Slums**  
Introduction, definition, types, causes and remedies

17. **Role of Social worker in the solutions of social problems**

**Recommended Books:**

22. Abdul Hamed Taga Sociology and Social Problems. Abdul Hameed and Sons publishers Lahore 1998
27. Sabihuddin Bagai *Social Problems of Pakistan*, Karachi Kafayat Academy 2000

Center for Undergraduate Studies, University of the Punjab
BS (4 Years) for Affiliated Colleges

29. Mohammad Khlid D. Samaji Behbood, Karachi Lafayat academy, 1995
OBJECTIVES:

To enable the students to learn planning concepts, components and determinants of social policy and their importance in social work practice.

CONTENTS:

A. Social Policy

1. Definition, meaning, scope nature, concept and principles
2. Constituents of Social Policy
3. Objectives of Islamic social policy
4. Social Legislation as instruments of social policy.
5. Determinants of social policy
6. Formulation of social policy; Vision, mission, goal, statements
7. Objectives of social welfare policy
   a. Affirmation, restoration and consolidation of the dignity integrity and honor of the individual.
   b. Protection and strengthening of the family as the basic unit of society, with particular emphasis on kindness and respect to parents
   c. Ensuring that women enjoy right – legal, social, cultural, economic, educational and political – which Islam has guaranteed to them.
   d. Self reliance, mutual consultation, social cohesion and cooperation in all aspects of national life
8. Strategy to achieve objectives
9. Social welfare policy of Pakistan 1994

B. Welfare Planning

1. Definition and concept of welfare planning
2. Interdependence of economic, social and physical planning
3. Steps of Social Planning (what, why, when, who, where, how)
4. Organizational and administrative frame work for planning

C. Seminars on following social policies


Recommended Books:
7. Harvey Newman etal 1987, self evaluation and planning for human service organizations, publisher AMACOM, ASIN 0814458645
BS (4 Years) for Affiliated Colleges

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<td>Social Case Work</td>
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**Year** | **Discipline**  
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2 | Social Work  

**OBJECTIVES:**

The purpose of this course is to help students understand the basic methods of social and the application of social case work as a method of helping individuals. Part-I of this course focuses on the socio-psychological and cultural understanding of the individual in a society and Part-II of this course will help to understand social case work as a process. Basically this course is:

a. To give the students background knowledge about human behavior and the bio-psycho-social dynamics that influence it.
b. To give insight about the concept of normal and abnormal human development.
c. To give knowledge about personality and the views of different psychologists.
d. To develop empathetic approach for effective rapport development with client in problem understanding, diagnosis and solution.

**CONTENTS:**

**Social Case Work**

1. Definition and description of Social Case Work.
2. Basic concepts in Social Work and the general principles of practice.
3. Components of Social Case Work; Person; Problem; Place, Process; and Professional representative.
4. Social Case Work as problems solving process: Social study; Diagnosis; Treatment.
5. Identification of Social, Economic and behavioural factors influencing the client.
9. Interviewing and communication.
   a. Definition and scope.
   b. Social context of the interview.
   c. Interviewing techniques.
   d. Essential conditions.
11. Case histories: Importance, contents, techniques leading to follow up and rehabilitation plans.

**Recommended Books:**

BS (4 Years) for Affiliated Colleges

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**Year**

3

**Discipline**

Social Work

**OBJECTIVES:**

To help the students to understand the role of legislation in forming the basis for existence and functioning of welfare institutions organization

**CONTENTS:**

1. Law, definition and concept of social legislation
2. Importance of Social legislation
3. Influence of social institutions in shaping social legislation
4. Social legislation as a source of social change
5. Sources of Social legislation
6. Contract act 1872
7. Muslim family laws ordinance 1961
8. Islamic law: Importance and Sources of Islamic law
9. Guardian and ward Act 1890
10. Employment and rehabilitation of disabled person, ordinance 1981
11. Vagrancy Ordinance 1958
12. Social legislation regarding registration and functioning of CBOs and NGOs
   a. Voluntary social welfare agencies registrations and control ordinance 1961
   b. Trust Act 1892
   c. Societies registration Act 1860
   d. Charitable endowments Act 1890
   e. Companies ordinance 1984 (only relating to non profit organization)
   f. Citizen Community Board 2001 (CCB)

**Recommended Books:**

2. Arkoff Adjustment and mental health.
5. U.N. Publications on Human Rights, Women Rights, Children Rights, UNHCR.
17. Stephen P. Robbins, the Administrative process, prentice Hall Inc Engleword Cliff, New Jersey.
21. The Law and Social Work Lestey Anne Crlard Jeremy Roche Palgrave Houndmills, Basingstoke, Hampshire RG21 6XS and 175 Fifth Avenue, New York, N.Y. 10010
OBJECTIVES:

The aim of this course is to give knowledge to the students about various national & international social welfare agencies especially to highlight their role in eradication of socio-economic problems of Pakistani society which are the major barriers in the way of development.

CONTENTS:

1. Introduction
   a. Definition, need and importance
   b. Historical Perspective of national and international welfare agencies

2. Role of the welfare agency
   a. As a planner and implementer of Development programme
   b. In mobilization of local resources and initiatives
   c. Catalyst, enabler and innovator
   d. Mediator of people and government
   e. In poverty alleviation
   f. As an agent of change

3. Profile of some national & regional welfare agencies
   a. All Pakistan Women Association (APWA)
   b. Edhi Foundation
   c. The citizen Foundation (TCF)
   d. Bunyad Literacy Community Council (BLCC)
   e. Development, Education, Poverty alleviation & population welfare organization (DEPP)
   f. National Rural Support Programme (NSRP)
   g. Agha Khan Rural Support Programme (AKSRP)
   h. Orangi Pilot Project (OPP)
   i. Urban Resource Centre (URC)
   j. Saiban

4. Profile of Some international Welfare agencies
5. United National International Children emergency fund (UNICEF)
6. International Labour Organization (ILO)
7. world Health Organization (WHO)
9. United Nation High Commissioner for Refugee (UNHCR)
10. United Nation Development Programme (UNDP)

**Recommended Books**

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**OBJECTIVES:**

The course is designed to impart knowledge about meaning, scope and importance of human rights in welfare keeping in view our own cultural setup

**CONTENTS:**

1. Theories of Human Rights
   a. Theory of natural rights
   b. Legal theory of rights
   c. Moral and legal rights
2. The legal and moral foundations of human rights in Islamic and international law
3. Concept of justice in Islam
   a. Protection of minorities in Islam Islamic charter and declaration.
   b. The official basis of democracy and human rights in Islam
4. Human rights and cultural relation the sources and significance of human rights, moral diversity, religion and ideology
5. Rights of the people under international law
   a. The rights to development
   b. Rights to conflict and harmony
6. The world institutions and human rights: the league of nations and united nations, human rights convention
7. Human rights of the refugees and immigrant law
8. Human rights and politics
9. The code of ethics of human rights

**Recommended Books:**

9. Nazarul Islam, Addressing the Urban Poverty Agenda in Bangla Desh (First Published 1997).
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<td>Social Group Work</td>
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**OBJECTIVES:**
1. To help the students understand workers 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 doing their field work.

**CONTENTS:**
1. Definition, characteristics and objective of group work.
2. Types of Social groups.
4. Need and importance of social group work.
5. Group life in Islam, Family Group, Religious Group, School and Community as Inter Group.
6. Group formation and various stages of group development.
8. Theories, Principles and processes of Social Group Work.
10. Programme planning in social group work. Elements and techniques of programme planning. Role of Social Worker in programme planning.
11. Social Group Work agencies and group work practice within various fields and settings, institution for children, aged, prisoners delinquents, medical and psychiatric settings.
12. Social Group Worker, Role and Functions.
15. Issues and trends in Social Group Work in Pakistan.

**Recommended Books:**
OBJECTIVES:
1. This course is aimed at helping the students to analyze the socio-economic and cultural setup of the community critically.
2. To help the students to develop the ability to identify problem areas and identify work approaches best suited to local conditions.

CONTENTS:
1. Definitions and explanation of community
2. Essentials of community.
3. Elements of community, security, norms, values, role and status, power, social control, ranks, facilities and advancement.
4. Types of community: Gemeinschaft, Gesellschaft, rural and urban.
5. Classification of communities, size, extent of dependency, density, age quality of life.
6. Sociological criteria of a good community. Basic notions of a good community to socialization, social control, role of dedicated leaders a collective struggle for the solution of problems outward look to wider community, services and facilities, physical cleanliness, economic structure Aesthetic expression, willingness to change, Democratic trends etc.
7. Community organization – a vehicle to community development.
8. Community organization – definitions, purpose, types of community organization.
9. Definitions and Explanation of Community Development
10. Principles of Community development
11. Goals and Process of Community development
12. Role of Social Worker in community development

Recommended Books:
8. Ghulam Shabir Tunio, Faculty (Member), Naznin Shad Faculty Member, Zafar Jamal (Research Associate), Report on Devolution of power and responsibility District Government, PARD. Peshawar.
9. Hillary A. George, June 20, 1955, Definitions of Community, Areas of Agreement, Rural Sociology, U.S.A.
12. Mohammad Iqbal Chaudhry, 2000, Pakistani Society, Published by Kifayat Academy, Karachi,
13. Mohammad Khalid, 2004, Social Work Theory & Practice, Published by Kifayat Academy, Karachi,
15. Prof. Abdul Hameed Taga, 1999, Sociology & Problems, Abdul Hameed & Sons Publishers, Lahore,
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Year | Discipline
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3   | Social Work

Information to be provided by Department of Social Work, University of the Punjab
SOCW-307 Social Development 3 VI

OBJECTIVES:
The course is designed to impart knowledge meaning, scope and importance of social development.

CONTENTS:
1. Definition and Meaning of social development
2. Themes of social development
3. Principles and goals of social development
4. Phases of social development
5. Concept and measurement of social development
6. Theories of social development:
   a. Theory of modernization
   b. Theory of dependency
   c. Theory of globalization
7. Bridging the gap between theory and practice
8. Stakeholders of social development
9. Factors promoting social development
10. Factors that hinder social development
11. Importance of sustainability in social development

Recommended Books:
8. Ghulam Shibir Tunio, Faculty (Member), Naznin Shad Faculty Member, Zafar Jamal (Research Associate), Report on Devolution of power and responsibility District Government, PARD. Peshawar.
9. Hillary A. George, June 20, 1955, Definitions of Community, Areas of Agreement, Rural Sociology, U.S.A.
15. Mohammad Iqbal Chaudhry, 2000, Pakistani Society, Published by Kifayat Academy, Karachi.
16. Mohammad Khalid, 2004, Social Work Theory & Practice, Published by Kifayat Academy, Karachi,
18. Prof. Abdul Hameed Taga, 1999, Sociology & Problems, Abdul Hameed & Sons Publishers, Lahore,
OBJECTIVES:

To help undergraduates students to understand how social researchers investigate the social world and how they seek to gain systematic, reliable and valid knowledge of that world. This module will enable them to develop skill in the practice of independent researches.

CONTENTS:
1. Research defined
2. Families of research; qualitative and Quantitative
3. Research approaches; Action research, case study methods, experiments and surveys.
4. The Research Cycle/ Process/ research methodology.
5. Research methods and research methodology
7. How to select and define your research topic
8. Literature Review
9. Research Designing
10. Research techniques: tools of data collection
11. Gaining access to the field: covert research and overt researches
12. Correspondence= (Questionnaire: structure and formalities)
13. Discussions = Interviews, Structured interviews, Unstructured and semi-structured interviews, Focused Groups
14. Participation and Observations, advantages and disadvantages of participation and observation.
15. Documents: secondary sources.
   • Sampling Issues= Typology
   • Some basic statistics= Measurement of central tendency
   • Data analysis./tabulation
   • Report writing
   • Bibliography and referencing

Recommended Books:
5. Blaikie, N. 2,000, Designing Social Research: The Logic of Anticipation Cambridge:
7. Bulmer and Donald P Warwick (ed.) Social Research in Developing Countries (( Chichester: John Wiley and Sons Ltd.1983.
29. Schwartz and Schwartz, . 1955, “Problems in Participant Observation" in American Journal of Sociology Vol.60. No.4
OBJECTIVES:

1. To acquaint the student with the concept of Social welfare policy planning and administration
2. To familiarize the student with the government’s development plans and with the processes and methods of social planning
3. To provide the students the importance of administration and enable them to learn skills and techniques of administration and supervision roles.

CONTENTS:
1) Social welfare administration

1. Definition meaning and scope of social welfare administration
2. What is administration
3. Who are administrator
4. Nature and functions of administration
5. Administration process (planning, organizing leading and coordination and controlling decision making

a. Planning
1) why plan
2) planning process
3) types of plans
4) objective setting
5) forecasting
6) steps in planning
7) principles of planning

b. Organizing
1) definition, nature and purpose of organizing
2) process of organizing
3) steps for organizing
4) principles of organizing
5) what is an organizing
6) characteristics of organization
7) formal and informal organization
8) classification of organization
9) meaning & definition of authority
10) sources of authority
11) types of authority
12) delegation and decentralization of authority

c. Leading
1) Definition, meaning, importance
2) Administrator versus leader
3) Theories of leadership
   • Trait theories
   • Behavioral theories
   • Contingency theories
   • Transformational theories

d. Staffing
   1) Definition, meaning, importance
   2) Recruitment:
   3) Job description,
   4) Job specification,
   5) Training
   6) Motivation theories
   7) Retirement, Pension and other benefits

e. Supervision: Definitions, goal, aspects and functions of supervisor, supervision vs. inspection

f. Controlling
   1) Definition and meaning
   2) Controlling process

g. Budgeting
   1) Definition, meaning and scope
   2) Types of budgeting

h. Decision making
   1) Meaning and definition of decision making
   2) Steps in decision making
   3) Decision making styles: Directive, Analytical, Conceptual and Behavioral
   4) Management by objective (MBO) definition, advantages and disadvantages.

Recommended Books:
15. Organizational Behaviour, Stephen P. Robbins San Diego State University
OBJECTIVES:

The Course is designed to understand the importance of social action in bringing stability, empowerment and promoting social development in the society. The course aims to promote their professional skills in social action as significant method of social work and to help the students to understand the roles and functions of social action in forming the basis for existence and functioning of welfare institutions and organizations.

CONTENTS:

   a. Definition, Meaning and concept
   b. Objectives of social action
   c. Origin of social action as method of social work.
   d. Need and importance of social action.
   e. Social action in social work.

2. Philosophy, Principles and process of Social Action
3. Methodology of Social action
4. Modules of Social action, Historical and at present.
   i). Programme based consideration involved in:
   Social Policy planning and execution
5. Elements and strategies of Social action:
   a. Consciousness
   b. Democratic working
   c. Democratic leadership
   d. Co-ordination / collaboration
   e. Public opinion
   f. Social advocacy
   g. Confrontation / Bargaining / Mobilization
   h. Affirmative and non affirmative activities.

6. Civil Society-Social Action and Social work
   a. Social Action on state level.
   b. Social Action on NGO's level

   a. Racial and social justice
   b. Sectarianism
   c. Ethnicity
   d. Human right
   e. Movement of political reforms  Terrorism
f. Removing economic disparity Globalization (socio economic)
   Sensitized society

   g. Industrial democracy
   h. Civil liberty.

   i. Social action and social change
   j. Social Action and Social issues leading to social problems.

9. Social Action in Pakistan need importance and issues to be addressed.

**Recommended Books:**
4. Government of Pakistan 5 year Development Plann, Islamabad, , Planning and Development.
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<td>SOCW-311</td>
<td>Social Gerontology</td>
<td>3</td>
<td>VI</td>
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**OBJECTIVES:**
To impart knowledge about the problem of aging and aged to learn about welfare service and the role of social workers for the senior citizens.

**CONTENTS:**

1. **Introduction to Social Gerontology**
   a) **Meaning, Definition and its importance**

2. **Aging and Culture**
   a) Psychology of Aging
   b) Cultural Values and Aging
   c) Religion and Aging

3. **Islamic concept regarding care of senior citizens.**

4. **Social Problems of Aging and the Aged**
   a) **Social Problems** (Accommodation, Transportation, Recreational, Religious Practices etc).
   b) **Psychological Problems** (Loneliness, Isolation, fear of death, family issues, Protection etc).
   c) **Physical Problems** (Sight, Hearing, general weakness, diet and other disabilities).
   d) **Economic Problem** (Poverty, Unemployment, pension and financial investment).

5. **Legislation and Welfare Services for Senior Citizens**
   a) Various legislations for the Senior Citizens
   b) Institutional Care.
   c) Medical facilities

6. **Basic Requirements and Benefits for the Aging and Aged**
   b) Employment Opportunity for those who can perform their duty having good health.
   c) Provisions for senior citizen in Rural and Urban Area.

7. **Societies/Organizations for the senior aged**
   a) Senior Citizens Associations, role and function.
   b) Functional Role of Senior Citizen in development of family, community and society at large.

8. **Role of Social Worker**
   Preventive, Curative, Rehabilitative and Leisure time engagements etc).

**Recommended Books:**


### Course Information

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<td>SOCW-312</td>
<td>Field Work-II and Report Writing</td>
<td>3</td>
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- **Year**: 3
- **Discipline**: Social Work

Information and guidelines to be provided by Department of Social Work, University of the Punjab
Objectives:

The course is designed to give the students the introduction and background knowledge of Civil Society/NGOs working at local, regional, national and International level. Due emphasizes is also given on the Formation and registration of NGOs in Pakistan. This specialization course further gives an insight to the students into the management of Society/NGOs. Students will be well equipped with the knowledge of tools and techniques adopted by NGOs and will also be able to prepare project proposal.

Contents:

a. Concept, definition and Historical background of NGOs
b. Types of NGOs
c. Range of NGO Activities
Role of NGOs in development
NGO Approach to Solving Community Problems
Building a sustainable community organization.
Formation and Registration process of NGOs in Pakistan
NGOs Management
Financial Management for NGOs
d. Tools and Techniques adopted by NGOs,
Problem identification.

Awareness creation
Community Mobilization
Community organization
Participatory Learning and Action

e. Capacity Building
f. Monitoring & Evaluation
g. Project Proposal Writing
h. Fund Raising
i. UN organizations and NGO
j. NGOs in Pakistan: Case studies
k. NGOs and Media
l. Limitations of NGOs

Recommended Books:

- Imdad Ali Khan, Abdur Rashid, Abdul Aziz Awan, Jan. 1988, Participative Management for Rural Development. Published by PARD.
- K. M. Bhatti, 1995, Sustainable Rural Development coordinated Approach, Published by PARD, Peshawar.
### Objectives:

**HEC Book**

The Field Work is aimed at providing practical experience to gain professional knowledge and develop skills and attitudes appropriate to the practice of Social Work. The Social Work students of M.A. (previous) and M.A. (Final) classes will carry out concurrent and Block Field Work under the supervision of a faculty member in a Social Welfare Agency or Community setting. The minimum requirement for Field Work will be 300 – 400 hours of Social Work practice in an academic year. The student Field Work will be graded on the following criteria by an Examination Board constituted of head of the Social Work Department as Chairman of the Board and an External Examiner and the Faculty member supervising the field work as members of the Board:-

A. General capacity for understanding and translating in effective practice the concepts of professional Social Work and leadership ability in Social Work in terms of the following qualities:

i) Degree of initiative.

ii) Ability to interpret the aims of Social Work.

iii) Ability to develop co-operation among people.

iv) Quality of relationship with individual and groups.

v) Consistency and persistency in terms of goals and objectives.

vi) Administrative ability.

vii) General sense of responsibility about the job.

B. Ability to work constructively in a team.

C. Response to individual potentiality for further growth

D. Use of professional literature and its application fieldwork.

Before assigning the agency for their Field Work Practice, the students will be provided with proper orientation. They will be informed that an observational plan will be followed after classroom orientation for fieldwork. The students will have to visit different agencies during the orientation phase and will have to write comprehensive reports on each visit by using guidelines given to them on the observation visit proforma.
E. For the assessment of students performance following reports/items have to be taken in considerations as process: -

1. Schedule - 2 days a week
2. Orientation - Visit to the agencies (1st week)
3. Reporting - Shall submit daily weekly and final reports to the Supervisor.
4. Supervision - Academic and field agency Supervisor.
5. Presentation - The students have to give presentation of their field Work in presence of the class, faculty and the agency supervisor.
6. Evaluation - Should be done as per criteria lay down.

All the departments have to nominate a faculty member to co-ordinate Field Work activities. He/She will be responsible to co-ordinate and liaise with the other members of the faculty and finalize the students placement. The assignments for the field work with cover all required areas of specializations by applying/practicing Social Work methods i.e. Case Work, Group Work, community Organization Administration, Social Research and Social Action.

- The coordinator has to establish rapport and keep in contact with the field supervisors also.
- To organize field seminars, he/she will extend support and guidance to the students.
- Evaluation and presentation of the student have to be coordinated from this form.
- Arrangement of transport (if and when required) is his responsibilities.
Objectives:
To orient the students with application of Social Work stages in medical setting.

CONTENTS:

I Introduction.
1. Definition, meaning nature and scope of medical social work
2. The need for social work in medical setting

II Historical Development
1. Background of medical social work in Western World.
2. Development of social work in medical setting in Pakistan

III Organization and Administration of Medical Setting
1. Relationships of a medical social science with various professions
2. Role and functions of medical social workers

IV Bio-Psycho-Social Factors of diseases.
1. Factors influencing health and disease: Physiological, Social Psychological, economical and environmental
2. Psychology of a patient. The concept of a patient as a person

V Mental Health
1. Definition and scope of mental health
2. Mental health problems
3. Remedial and preventive aspects of the mental health program
4. Social implications of mental health problem and mental retardation
VI Rehabilitation

1. Definition, Scope of Rehabilitation of:
   a) Physically handicapped
   b) Mentally handicapped
   c) General patients

2. Methods in Rehabilitation
   a) Guidance and counseling
   b) Vocational training
   c) Community organization

VII Application of Social Work in medical setting

2. Role of professional social worker in medical setting
3. Social services in medical settings, their nature and extent
   a) Primary prevention: Awareness
   b) Secondary prevention: Treatment
   c) Tertiary prevention: Rehabilitation

4. Major issues and trends in medical social work

Recommended Books:

- Field, Minns. Patients are people. A Medical social approach to prolonged illness, 2nd edition.1982
- Goldstein. Expanding horizons in Medical Social Work. Chicago, University of Chicago press.1976
Objective:
The course is designed to enable the students:

- To examine the nature of gender inequality in the context of the emergence of the WID/GAD field and the various feminist perspectives which have contributed to it.
- To explore the role and history of women's movements in civil society and the nature of their relationship with the state.
- To introduce the students to key concepts in the analysis of social relations in different social, cultural, economic and political context to explore gendered dimensions of different development sectors.

Gender Related Key Terms And Concepts:

Difference between Gender (sniff) and Sex (Gins), Gender Stratification, Impact of Gender on Women, Gender Roles, Sex Roles (stereotyping), Gender Division of Labor, Gender Equity, Equality. Gender Needs and Perspectives, Gender Discrimination, Gender Awareness, Gender Issues.

GENDER ROLES:
Factors affecting the Gender Roles, Types of Gender Roles

DEVELOPMENT: DEFINITION AND TERMS:

- Components of Development, Past ideas about Development, Growth and Modernization, The Marxist- radical alternative, Other alternatives, An Interim Summing Up
- WID and GAD: A Comparative Analysis
- WID: Success and Failure
- WOMEN in DEVELOPMENT considered in relation to Gender in Development

GENDER ANALYSIS:
Definitions and interpretations, Evolution of main approaches to Gender Analysis, Key elements of Gender Analysis, Steps of Gender Analysis, Competencies required to undertake Gender Analysis, Linking Gender Analysis with Policy and Programs, Gender Analysis Frameworks, Concepts of Gender Analysis.
Recommended Books:

- Ostergaard Lise (ed.) (1992) Gender and Development. Lahore
Objectives:

To help post graduate scholars to understand how social researchers investigate the social world and how they seek to gain systematic, reliable and valid knowledge of that world.

2. You will learn of the diversity of strategies and of general issues in the designed practice of survey, ethnographic, applied, pure and basic researches. This module will also help you understand the difference between surveys and researches, research methods and research methodology, qualitative and quantitative researches etc.
   a. Research defined
   b. Families of research; qualitative and Quantitative
   c. The Research Cycle/ Process/ research methodology.
   d. How to select and define your research topic
   e. Literature Review
   f. Research Designing
   g. Research techniques : tools of data collection
   h. Gaining access to the field: covert research and overt researches

3. Correspondence= (Questionnaire: structure and formalities)
4. Discussions = Interviews “ Reflexivity’s”, Structured interviews, Unstructured and semi-structured interviews, Focused Groups
1. Ethno-methodology: Participation and Observations, Roles adopted in ethno-methodology, advantages and disadvantages of different roles.
2. Documents: secondary sources.
   a. Sampling Issues= Typology
   b. Some basic statistics= Measurement of central tendency
   c. Data analysis./tabulation
   d. Report writing
   e. Bibliography and referencing
Recommended Books:

- Schwartz and Schwartz, . 1955, “Problems in Participant Observation" in American Journal of Sociology Vol.60. No.4
**BS (4 Years) for Affiliated Colleges**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject Title</th>
<th>Cr. Hrs</th>
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<tr>
<td>SOCW-406</td>
<td>Introduction to Criminology</td>
<td>3</td>
<td>VIII</td>
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**Objectives:**

1. To help students to develop understanding of the dynamics, origins and cause of Social Deviation, Delinquency and Crime, especially among adolescents and youth.

2. To impart knowledge about the increasing incidence of crime with in the context of our socio-economic and cultural environment.

**CONTENTS:**

1. **Introduction**
   a. Definition, meaning and concept of Social Defence and correctional services.
   b. Difference between deviance and crime.
   c. Concept of Probation and Parole.
   d. Rehabilitation of offenders.

2. **History and Organization:**
   a. History and development of correctional institutions, welfare services and programmes.
   b. Organizational set up of correctional services, like Directorate of Reclamation and Probation etc.

3. **Crime and Criminology**
   a. Theories related to crime, delinquency and Socio-pathological Behaviour.
   b. Types of Crimes
   c. Causative factors of Crime
   d. Statistics regarding crimes in Pakistan.
4. **Programmes and Services:**

   a. Use of Welfare Services in correctional institutions like Probation, Parole, Juvenile courts, Remand homes etc.
   
   b. Role of Social institutions in prevention of crime like family, school, peer group and traditional forums like baradri, punchat and jirga systems

5. **Various Theories of Punishments**

   a. Retribution, Deterrence, Reformation and Social Solidarity.

**Recommended Books:**

Objectives:

HEC Book

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- Evaluation and presentation of the student have to be coordinated from this form.
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Objective:

The course is designed to help the students to understand that social work has a significant responsibility to contribute to population planning activities. It is further to help the students to recognize that the problem of population planning require entire professional activity or approach.

The emphasis in this course is on the population planning policies, implementation of and programmes, specially in Pakistan. The course also includes information about education and motivation in family planning, techniques and skills of motivation and other important areas.


   a. Nature of Population Problems and policies around the world and in Pakistan.
   b. Importance of Population Planning and Family Planning Programme in Pakistan.
   c. Need for new values and Behavior regarding Family size in Pakistan.

III. Population Problems as a concern to Social Workers.

   a. Impact of excessive fertility on society

IV. Population Growth Consequences of Society

   a) Effects on the Economy, resources, environment and human services including housing, transportation, education, food supplies health and welfare services.

V. Demographic Processes, Concepts and Terms.

   a) Demographic concepts: Birth Rate, Death Rate and Fertility Rate.
   b) The composition of population: Age, Sex, Urban Rural Economic conditions, Education, Race Ethnicity, Religion, and Marriage.
VI. Principles of Population Dynamics.

b) Factors effecting population trends and the demographic transition.

a) Political factors involved in population Dynamics including public policy programme.

b) Immigration and migration as influences in population dynamics.

c) Predictions and projections for future population.

VII. Prospects and problems of population welfare planning.

Recommended Books:

- Population council, Contry profiles, New York. The population council.

• United Nations, Measures Policies and Programmes Affecting Fertility with particular reference to national family planning programme; Sales No.E.71 RIII.S.
• United Nations, Report of the Inter-Regional Meeting of expert on the social welfare aspect’s of family planning. Sales No.E.71, IV.II
### Objective:
This subject will enhance the students understanding regarding the project planning, proposal development and project management. They will become able to monitor, evaluate and report the projects. They will learn the skills of relating the project concepts to the social welfare practices in Pakistan.

1. **Introduction**
   - What is a Project
   - Need of a Project
   - Inception/Emergence of a Project
   - Social relevance of a Project
   - Social Welfare Projects

2. **Project Planning Phase**
   - Identification of a Project
   - Setting Project Objectives
   - Planning Project Activities
   - Planning for Arrangement of Resources & Monitoring
   - Cost & Benefit Analysis (CBA)
   - Strengths, Weakness, Opportunities & Threats (SWOT) Analysis
   - Feasibility Study of Project

3. **Implementation Phase**
   - Raising Project Structure Services & Infrastructure
   - Provision of Required Resources
   - Project’s Pilot Level Implementation & Making Desired Changes
   - Launching Planned Activities
   - Monitoring
   - Control

4. **Project Completion & Post Project Activities**
   - Project Activities/Duration Completion
   - Project Activities Termination
• Drawing Out
• Project Achievements Evaluation
• Project Reporting
• Project’s Benefits Evaluation
• Ensuring Project’s Benefits Sustainability

5. Project Management Concept
• Concept & Nature of Project Management
• Role & Functions of Project Manager
• Project Management Skills
• Project Management in Developing Countries

6. Project Planning & Management Practice in Pakistan
A. Planning Commission of Pakistan
   i. Public Sector Development Programme (Federal)
   ii. Annual Development Programme (Provincial)

B. PC Forms & Its Use
   i. PC-I Project Planning
   ii. PC-II Project Feasibility Report
   iii. PC-III Project Monitoring
   iv. PC-IV
      • Transferring Project from Development to Current Budget
      • Project Completion
   v. PC-V Project Evaluation

Recommended Books:

• JW Cusworth and TR Franks 2000, Managing Projects in Developing Countries, Farhan Raza Printers, Islamabad.
• Rondinelli D 1983 Development projects as policy experiments. London, Methuen.
• FAO 1990, Design of agricultural investment projects, lessons from experience. Investment Centre Staff Papers Rome, Italy, FAO.
OBJECTIVES:

1. To help post graduate scholars to understand how social researchers investigate the social world and how they seek to gain systematic, reliable and valid knowledge of that world.

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4. Discussions = Interviews “ Reflexivity’s’, Structured interviews, Unstructured and semi-structured interviews, Focused Groups


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