



Course Contents for Subjects with Code: SOCW

This document only contains details of courses having code **SOCW**.



Code	Subject Title	Cr. Hrs	Semester
SOCW-101	Introduction to Social Work	3	I
Year	Discipline		
1	Social Work		

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:

1. Frink ,Aurthur E., The Field of Social Work, New York, 6th edition, Holt Rinohart, 1974.
2. Bartlett, H.M., Analyzing Social Work Practice by Fields, New York, 1970.
3. Pettesw, Dorthy E. , Supervision in Social Work, National Institute for Social Work Training Series. Ferguson, Elizabeth A., Social Work, An Introduction, New York: Lippince M. 1969.
4. Stroup, Harbert H., Social Work- An Introduction to the Field, New -{ode Surcriean Book Company.
5. Joff, T., Welfare and Youth Work Practice, London: Macmillan & Co., 1988.
6. KathyFord and Alan Jones., Students Supervision, Macmillan Education Ltd, 1987.
7. Kiani, A., Private Investment in Social Welfare, Karachi, 1970.
8. Khalid, M., Welfare State: A Case Study of Pakistan, Karachi: Royal Book Company, 1967.



9. Khalid, M., *Sociological Theory: A Historical Perspective*, Karachi: Kifayat Academy, 1990.
 10. Khalid M., *Social Work Theory & Practice with Special Reference to Pakistan*, Karachi: Kifayat Academy, 2008.
 11. Khalid, M., *Introduction to Social Work Methods & Fields*, Karachi: Kifayat Academy 2003.
 12. Pall Mieuborger., *Perspectives on Social Welfare*, London: Macmillan 1969.
 13. S.Clement Brown., *The Field Training of Social Workers*.
 14. Skidmore S. Thackery., *Introduction to Social Work* New York: Prentice Hall, 1964.
 15. W.A. Friedlander., *Introduction to Social Welfare*, California: Prentice Hall.
 16. Ragin, Charles & S. Beaker, *What is a Case, Exploring the Foundation of Social Inquiry*, U.S.A., Cambridge University Press. 1992.
 17. N Shame Issani, Prem & David, W, Stewart, *Focus on Group Theory & Practice*, London, Sage Publication.
 18. Herliegh B. Tracker, *Social Group Work, Principle & Practice*, New York Association Press, 1967.
 19. Pauline V. Young, *Scientific Social Survey & Research*, Prentice Hall, 1976.
 20. Harleigh B. Tracker, *New Understanding of Administration*, New York Association Press, 1961.
 21. Thomas R. Black, *Understanding Social Service Research*. New Delhi, Sage Publication, 2002.
 22. Marlyn Densocoble, *The Good Research Guide for Small Scale Social Research Project*, Buckingham, Open University Press, 1998.
 23. W.A. Friedlander, *Concept & Methods of Social Work*, New York, Prentice Hall, 1, 58. 9. A.E. Fink,
 24. *The fields of Social Work*, New York, Prentice Hall, 1995.
 25. M.G. Ross, *Community Organization Principle & Practice*, New York, Harper, 1959.
 26. Safdar, Sarah, *Introduction to Social Work*, University of Peshawar 2008
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Code	Subject Title	Cr. Hrs	Semester
SOCW-102	Social Welfare in Pakistan	3	II
Year	Discipline		
1	Social Work		

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
 - a. Social welfare plans of 1955, 1988, and 1992
 - 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:

1. Khalid M., Social Work Theory and Practice with special reference to Pakistan, Karachi: 3rd edition, Kifayat Academy; 2008.
2. Young, PaL, Mastering Social Welfare, London: 3rd edition, Macmillan Press



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- limited; 2001.
 3. Benks Sarah., Ethics and Values in Social Work. New York: 2nd edition, Palgrave, 2001.
 4. Fink, Arthur., Field of Social Work, New York: Holt, Rinehart and Winston, 1963.
 5. Skidmore, Rex A., Introduction to Social Work. New Jersey: Prentice-Hall, 1982.
 6. Bisno, H., The Philosophy of Social Work, Washington D.C: Public Affairs Press, 1952.
 7. Stroup, R.H. Social Work: An Introduction to Field. New York: Association of Social Work Education.
 8. Khalid, Mohammad, Welfare State: A Case Study of Pakistan. Karachi: Royal Book Co., 1967.
 9. Omer, S., Professional Education for Social Work. Lahore: University of Punjab, 1960.
 10. Adam Robeli et. al. Social Work, Themes, Issues and critical Debates. New York: Palgrave, 1998.
 11. Adam Robert., Critical Practice in Social Work. New York: Palgrave, 2002.
 12. Thompson., Understanding Social Work.
 13. Government of Pakistan, Planning Commission of Pakistan, different, The Five Year Plan, MTDF (Medium Term Development Framework 2001-2011) Islamabad.
 14. Compton., Beulah Roberts & Gala ray Bust., Social Work Process, Chicago: 3rd edition. Dorsey Press. 1984.
 15. Zastrow, Charles., The Practice of Social Work. Chicago: 3rd edition, Dorsey Press.
 16. Morales. Armando. T and Sheofor, Bradford W., Social Work: A Profession of Many Faces. U.S.A: 4th edition. Allyn & Bacon. 1998.
 17. Siporin, Max., Introduction to Social Work Practice. New York: Macmillan Publishing Co. Inc. 1975.
 18. Hepworth Deans H. and Lesser, Jo Ann., Direct Social Work Practice: Theory and Skills. California: 3rd edition. Wodsworth. 1990.
 19. Piccard, Betty J., Introduction to Social Work: A Primer. Chicago: 4th edition. The Dorsey Press. 1988.
 20. Friedlander, W.A., Concepts and Methods of Social Welfare. New York: Practice Hall. 1957.
 21. Rehmatullah, Sherin, Social Welfare in Pakistan. Oxford University Press, Karachi 2000
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Code	Subject Title	Cr. Hrs	Semester
SOCW-111	Social Work	3	II
SOCW-211			IV
Year	Discipline		
1	Applied Psychology		
2	Sociology & Sociocultural Studies		

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

- 1. Skidmore, Rex. A. and Milton C. Thackeray. (1994). Introduction to Social Work. New York: Appleton-Century Crofts.
- 2. S.C. Joshi. (2003). Handbook of Social Work. New Delhi: Akansha Publishing House.



Code	Subject Title	Cr. Hrs	Semester
SOCW-201	Society and Social Institutions	3	III
Year	Discipline		
2	Social Work		

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.
7. Types 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:

1. Prof. Dr. Sarah Safdar, Introduction to Social work, 2nd Edition Saif Printing Press Peshawar November 2008
2. Alam Anwar, Principle of Sociology. Saif Printing Press, Peshawar, 2003.
3. Bertrand, Alvin L. Basic Sociology, An introduction to Theory and Method. New York: Appletion Century Crofts, 1967.
4. Chaudhry, Muhammad Iqbal, Pakistani Society. Lahore, 2000.
5. Horton Paul, B, Introduction to Sociology (4th Edition), Sage: Delhi 2002



Code	Subject Title	Cr. Hrs	Semester
SOCW-202	Human Growth and Personality Development	3	III
Year	Discipline		
2	Social Work		

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:

1. Justin, Pikunas., Human Development. New York: McGraw Hill Book and Company, 1970.
2. Fink, Arthur E., The field of Social Work. New York: Holt Reinhort and Winston inc. 1974.
3. Hurlock, Elizabeth B., Child Development. New York: MacGraw Hill Book



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- Company, 1972.
 4. Skindmore, Rex A. Milton A. Theckeray, Introduction to Social Work. New Jersey: Printice Hall Inc. 1964.
 5. Loveii, K., The Introduction to Human Development. London: Scoth Foresman inc. 1971.
 6. Ryner, Eric., Human Development. London: Gorge Alien And Union Ltd, 1975.
 7. Fitch" Standley K., Insights into Human Behavior. Booster: Hoiirook Press, 1970.
 8. Hawkes Glenn R., Behavior and Development from 5 to 12. London: Harper and .;.'ow, 1969.
 9. Hurlock, Elizabeth B., Adolescent Development. New York: McGraw Hill Book Company, 1978.
 10. Diance E, Rapila. and Wendkos Olds, Sally., Human Development. New York: McGraw Hill Book Company, 1978.
 11. Englen, Barbara, Personality Theories. Boston: Houghton Mijjlin Company; 1985.
 12. Hall Calvin, A Premier of Freudian Psychology. New York: New American Library, 1973.
 13. Harold C. Waliach., Approaches to Child and Family Policy. Colorado: West View Press, 1981.
 14. Richard S. Sharf., Life's Choices Problems and Solutions. Sydney: Wadsworth/Thomson Learning, 2001.
 15. Scmin, Gun R. & Fiedfer, Kfaus., Applied Social Psychology. London: SAGE Publications Ltd. 1996. Bean, Philp., Mental Disorder and Community Safety. New York: Palgrave Houndmiils, Basingstoke.
 16. Kerfoot, Michael, Problems of Child hood and Adolescence. New York: Macmillan 1988.
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Code	Subject Title	Cr. Hrs	Semester
SOCW-203	Social Problems of Pakistan	3	IV
Year	Discipline		
2	Social Work		

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.
9. **Child Labour.**
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:

1. Anwar Alam, Applied Sociology (Social Problems and Research) Department of Sociology, University of Peshawar, Saif Printing Press, Peshawar Cantt. 2006.
2. Bhatti, Iqbal A. Model English Essays for Competitive Examinations, Lahore: Bhatti Publishers, Urdu Bazar, 1995.
3. Chaudhry. M. Iqbal, Pakistani Society, Lahore: Aziz Publishers, Urdu Bazar, 1985.
4. Eitzen D. Stanley & Mazine Baca Zinn. Social Problems, Boston: Allyn & Bacon, 1996.
5. Eitzen. D. Stanley, Social Problems, 3rd Ed. Boston: Allyn & Bacon, Inc. 1990.
6. Horton, Paul B. & Gerald R. Leslie, The Sociology of Social Problems. New Jersey: Prentice-Hall Inc., Englewood Cliffs, 1978.
7. Jones, Brian J., Bernard J. Gallagher, III & Joseph A. McFalls, Jr. Social Problems: Issues, Opinions & Solutions, New York: McGraw-Hill, 1980.
8. Kenneth J. Meubech, Social Problems: A Critical Approach 3rd Edition, McGraw Hill, 1991.
9. Lauer Robert H. Social Problems and the Quality of life, 3rd Ed. Iowa: Wm.C.Brown Publishers, Dubuque, 1986.
10. McVeigh, Frank & Arthur Shostak, Modern Social Problems, New York: Hold, Rinehart & Winston, 1978.
11. Quddus, Syed Abdul, Social Change in Pakistan. Lahore: Progressive Publishers, 1990.
12. Safdar Sarah, Social Work: Theory and its Implication. University of Peshawar, 2007.
13. Safdar Sarah Introduction to Social Work Wahdat Printing Press, Khyber Bazar Peshawar – 1999.
14. Scarpitti, Frank R. Social Problems, New York: Hold, Rinehart & Winston, Inc. 1974.
15. Subihuddin Baqai, Social Problems of Pakistan, Karachi, Kafayat Academy.
16. Gerald Smale. Social Work and Social Problems. Macmillan Press London, 2000
17. A.S Kolhi Poverty Alleviation Housing Problems Annual Publication. New Delhi 1997
18. James M Henslin, Social Problems. Mchrald Hill book company NY 1983
19. Dr. Akmal Hussain Poverty Alleviation in Pakistan. 1994.
20. David Weisburd White-collar Crime and Criminal Careers. Cambridge Press NY 2000
21. Shireen Rehmatullah Social Welfare in Pakistan. Oxford University 2002
22. Abdul Hamed Taga Sociology and Social Problems. Abdul Hameed and Sons publishers Lahore 1998
23. Earl Rubington Martins Weinberg The Study of the Social Problems five Perspective. Oxford University Press 1981
24. Michel Oliver and Bob Sapey Social Work with Disable People. 2nd Edition Macmillan England 1999.
25. Hames M. Henslin Author Lori Ann Fowler (Author) Social Problems 2005, Social Problems By: Leon Guerrero
26. Paul S. Horton, The Sociology of Social Problems. New York prentice Hall 2001, Fahimida Masood 2000
27. Sabihuddin Bagai Social Problems of Pakistan, Karachi Kafayat Academy 2000



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28. Kenneth J. Meubech Social Problems: A Critical Approach 3rd edition, Macgraw Hill 1991
 29. Mohammad Khlid D. Samaji Behbood, Karachi Lafayat academy, 1995
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Code	Subject Title	Cr. Hrs	Semester
SOCW-204	Social Policy and Planning	3	IV
Year	Discipline		
2	Social Work		

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

1. Education, Health, Labour, Youth, Women, Housing, Forestry, Disabled, Social Welfare, Population, Sanitation and Environment

Recommended Books:

1. Henry Sheldon, (1950), “Planning for Development” USA. Cambridge press.
2. Rafiq, S.Z. 2003 Community Development, Concept & Practice Saif printing press, Peshawar.



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3. Stephen P. Robbins. The administrative process, Prentic Hall Inc. Engleword cliff, New Jersey.
 4. Khan, Alfred J. studies in social policy & planning. New York, Russell Sage Foundation.
 5. Morris Rofer, Feasible Planning for Social Change, New York Columbia University
 6. George A Steiner, 1979, strategic planning what every management must know. New York, the free press, IX, P.383.
 7. Harvey Newman etal 1987, self evaluation and planning for human service organizations, publisher AMACOM, ASIN 0814458645
 8. Lakhshmana, S.P. et al, 1990: Social Action & Social Change, India Ajanta Publications.
 9. William Dermon & Scott White ford, 1985, Social Impact Analysis & Development Planning in the Third World, London Westview Press.
 10. Michael Bamberger & Elearnor Hewitt, 1986, Monitoring & Evaluation Urban Development Programmes. A Hand Book for Programme Managers & Research/BK 0775 World Bank Technical Paper No. 53, Publisher World Bank ASIN 0821307754
 11. Ellen Wratten 1991, Implementation & Monitoring, Lecturer notes: London School of Economics & Political Science, London University, UK.
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Code	Subject Title	Cr. Hrs	Semester
SOCW-205	Social Case Work	3	IV
Year	Discipline		
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 focus 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.
6. Management of worker-client relationship.
7. Techniques of Social Case Work Process
8. Counseling: Definition, Meaning and Techniques.
9. Interviewing and communication.
 - a. Definition and scope.
 - b. Social context of the interview.
 - c. Interviewing techniques.
 - d. Essential conditions.
10. Recording in Social Case Work, types of recording, essential of recording.
11. Case histories: Importance, contents, techniques leading to follow up and rehabilitation plans
12. Trends and Issues in Case Work in Pakistan

Recommended Books:

1. Apterar, Herbert, Basic Concepts in Social Case Work, Chapel Hil University of North Carolina Press.
2. Beulah R. Compton & Burt Galaway, "Social Work Processes" 1994 by Wadsworth, Inc., Belmont, California, U.S.A.
3. Bob Pease and Jan Fook, "Transforming Social Work Practice", 1999. Routledge, London & New York.



4. Chris L. Clark, "Social Work Ethics: Politics, Principles and Practice", 2000. PALGRAVE, Houndmills, Basingstoke, Hampshire RG21 6XS and 175 Fifth Avenue, New York, N.Y. 10010.
5. Crispin P. Cross, Interviewing and Communication in Social Work.
6. David L. Decker, "Social Gerontology", 1980. Little Brown & Press Company, Boston, Toronto.
7. Fridlender M. Der, Concepts and Methods of Social Work Prentice-Hall, N. W. Jersey.
8. Garrett, Anneto, Interviewing, Principles and Practice. Family Welfare Association of America.
9. Hamilton, Gordon, Principles of case, Recording, New York, Columbia University Press.
10. Hamilton, Gordon, Theory and Practice of Social Case Work, Columbia University Press.
11. Janet Seden, "Counselling Skills in Social Work Practice", 1999. Open University Press, Buckingham. Philadelphia.
12. Katy Cigno and Diana Bourn, "Cognitive-behavioural Social Work in Practice", 1998. By Ashgate Publishing Limited Gower House, Craft Road, Aldershot, Hants GU11 3HR, England.
13. Kieran O'Hagan, "Competence in Social Work Practice", 1996, by Jessica Kingsley Publishers Ltd. London N1 9JB, England.
14. M. Khalid, "Social Work: Theory and Practice" (Kifayat Academy Lahore, 2004).
15. Malcolm Payne, "Modern Social Work Theory", 1997. By Macmillan Press, Ltd. London.
16. Marianne Hester, Liz Kelly and Jill Radford, "Women, Violence and Male Power", 1996. Open University Press, Buckingham. Philadelphia.
17. Perlmen, Helen, Social Case Work, A problem solving Process Chicago, The University of Chicago Press.
18. Richard, Mary, E., Social Diagnosis, New York: Russell Foundation.
19. Robert Adams, Lena Dominelli and Malcolm Payne, "Social Work, Themes, Issues and Critical Debates", 1998, PALGRAVE, Houndmills, Basingstoke, Hampshire RG21 6XS and 175 Fifth Avenue, New York, N.Y. 10010.
20. Safdar Sarah, Social Work: Theory and its Implication. University of Peshawar, 2009.
21. Safdar. Sarah, "Introduction to Social Work" Wahdat Printing Press, Khyber Bazar, Peshawar. 2009.
22. Steven M. Shardlow and Mark Doel, "Learning to Practise Social Work", 2002, Jessica Kingsley Publishers Ltd, 116 Pentonville Road, London.
23. Times Cel., The Language of Social Case Work, London Poutledge and Kegan Paul.
24. Veronica Coulshed and Joan Orme, "Social Work Practice, An Introduction", 1988, 1991, 1998. By Macmillan Press Ltd. Houndmills, Basingstoke, Hampshire RG21 6XS, London.



Code	Subject Title	Cr. Hrs	Semester
SOCW-301	Introduction to Social Legislation	3	V
Year	Discipline		
3	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:

1. Report on Handicapped – Children. The Handicapped – child by Social welfare Wing, Ministry of health and Social Welfare, Government of Pakistan, 1980.
2. Arkoff Adjustment and mental health.
3. Social work theory and Practice by: Muhammad Khalid, Kifayat Academy, Urdu Bazar Lahore, 1992.
4. Convention on the Rights of the Child – UNICEF.
5. U.N. Publications on Human Rights, Women Rights, Children Rights, UNHCR.
6. Women Issues After Beijing. A Basic Introduction by Friedrich. E. Bert Stiftung – 1997.
7. Muslim Law and Islamic Jurisprudence, by Nazir Ahmad. Islamia Book Agency, Afghan Market Qissa Khwani – Peshawar.
8. C.P.C. Law Publications. (Civil Procedure Code) Pakistan.
9. Acts Regarding Ombudsman in Pakistan.
10. Passow Education of the disadvantaged.
11. Chapman Visually handicapped Children and young people.



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12. Men, Gender Divisions and Welfare, Edited by Jennie Papay, London and New York, 1998.
 13. Women and Social Policy. Edited by Clare Ungerson and Mary Kember MacMillan Press, Ltd. London, 1997.
 14. Encyclopedia of Seerah, Vol-II, the Muslim Schools Trust, London, 1982.
 15. Women Violence and Male Power. Edited by: Marianne Hoster, Open University Press, Buckingham, Philadelphia, 1997.
 16. Law for Social Workers, 7th Edition. High Brayne, Oxford University Press, 2001.
 17. Stephen P. Robbins, the Administrative process, prentice Hall Inc Engleword Cliff, New Jersy.
 18. Khan, Alfred J. Studies in Social policy an planning, New York, Russell Sage Foundation
 19. Qadir, Ali. Policy Advocacy: A Framework for Social Change in Pakistan. An Exploratory Research Study. Pakistan Lead. 1998.
 20. Robert L. Barker & Douglas M. Branson: Forensic Social Work Legal Aspects of Professional Practice 2nd Ed. Haworth Press Inch. London, 2000
 21. The Law and Social Work Lestey Anne Cllard Jeremy Roche Palgrave Houndmills, Basingstoke, Hampshire RG21 6XS and 175 Fifth Avenue, New York, N.Y. 10010
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Code	Subject Title	Cr. Hrs	Semester
SOCW-302	Introduction to National and International Organizations	3	V
Year	Discipline		
3	Social Work		

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)
- 8. United Nation Education, Scientific & Cultural Organization (UNESCO)
- 9. United Nation High Commissioner for Refugee (UNHCR)



10. United Nation Development Programme (UNDP)

Recommended Books

1. Don, Joanathan P & Tageem, Hidy,. Globalization & NGO's U.S.A: Green Wood Publishing Group, 2000.
2. Friedlander, Walter A Introduction to Social Work. New Delhi: Prentice- Hall of India (PVT) Limited, New Delhi. 1963.
3. North, D. Institution, Institutional Change & Economic Performance. London: Cambridge University Press. 1991.
4. Parsad, Kamta & Masdaan, Devendar,. NGOs & Socio-Economic Development Opportunities. India: Deep & Deep Publication, 2000
5. Resnick, Hermanand Rino J.Patti,. Change from within. Humanizing Social Welfare Organization. Philadelphia: Ter:nple University. 1980
6. Skidmore, Rex A, Social Work Administration Dynamics, Management and Human Relationship. Boston: Allyn and Bacon, Boston. 1994.
7. Sustainable Development,. Social Policy. Volume 2, Oxford University. (2000)



Code	Subject Title	Cr. Hrs	Semester
SOCW-303	Human Rights	3	V
Year	Discipline		
3	Social Work		

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:

1. Ezejiofor, Gaive, Protection of Human Rights under the Law. London: Butterworths, 1964.
2. Kazmi, Fareed, Human Rights – Myth and Reality. Delhi: International Pub. House, 1987
3. Vincent, R.J., Human Rights and International Relations. Cambridge: Cambridge University Press, 1988.
4. Adamantia Pollis & Peter Schwab: Human Rights New perspectives, New Realities Viva Books Private Limited, New Delhi, 2002.
5. Judith A. Lewis, Michael D. Lewis, et.al. Management of Human Service Programs (3rd Edition) Wadsworth/Thomson Learning 10 Davis Drive Belmont, Australia, 2001.
6. Barbara Schram Botty Reid Mandell, Human Services (Third Edition), Allyn & Bacon A. Viacom Company 160 Gould Street Needham heights, MA 02194
7. Joseph J. Mehr, Human Services (7th Edition), Allyn & Bacon A. Viacom Company 160 Gould Street Needham heights, MA 02194
8. Shahidur. R. Khandker: Fighting Poverty with Micro Credit (1999)



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9. Nazarul Islam, Addressing the Urban Poverty Agenda in Bangla Desh (First Published 1997).
 10. Human Rights Commission of Pakistan, State of Human Rights in Pakistan (1994-2000)
 11. Brownlie, Ian (ed.) Human Rights in the 21st Century
 12. Davis, Peter (ed) Human Rights London, 1997
 13. Khutba-e-Hijja-tul-Wida
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Code	Subject Title	Cr. Hrs	Semester
SOCW-304	Social Group Work	3	V
Year	Discipline		
3	Social Work		

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.
3. History, Nature, aims and goals.
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.
7. Functions of Social Group Work: (Preventive, Curative, Rehabilitative educational) Social Learning theories.
8. Theories, Principles and processes of Social Group Work.
9. Group Work Process (Diagnosis treatment and evaluation plan in 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.
13. Recording in Social Group Work.
14. Leadership in Group Work.
15. Issues and trends in Social Group Work in Pakistan.

Recommended Books:

1. Balgopal, Pallassana R. & Thomas V. Vassil “Groups in Social Work: An Ecological Perspective” New York: McMillan Publishing Co., Inc. 1983.
2. Davies Darnard, “The use of Groups in Social Work Practice” London: Routledge and Kegan paul Publishers, 1975.
3. Douglas Tom, “Group Work Practice” Cambridge: Tavistocle Publications, 1976.
4. Garvin, Charles D. “Contemporary Group Work”, New Jersey: Prentice-Hall, Inc., Englewood Cliffs. 1981.
5. Gouran, Dennis S. “The Process of Group Decision – Making” New York: Harper and Row, Publishers, 1974.
6. Mc Caughan Nano, “Group Work learning and Practice” London: George Allen & Unwin, Publishers, Ltd. 1978.



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7. Mc Cullough M. K. & P.J. Ely, “Social Work with Groups”, London: Routledge & Kegan Paul Publishers.
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Code	Subject Title	Cr. Hrs	Semester
SOCW-305	Community Organization and Development	3	V
Year	Discipline		
3	Social Work		

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:

1. Ali Izetbegonic Alija, 1984-1994, Islam Between East & West, Printed in USA, 3rd Edition, p.170.
2. Arthur Dunham, 1958, Community Welfare Organization Principles & Techniques (Practices). Thomas Y. Crowell Company, New York, p.14.
3. Arthur Dunham, 1960, Community Development, p.p.178-186, in Social Work Year Book, Edited by Russell H. Kurtz, New York, National Association of Social Workers.
4. Con Moser, 1989, Community participation in Urban Projects in the Third World, Progress In Planning, Vol: 32, part-2.
5. Dan. A. Pehekki, 1979, Community Development Theory and Methods of Planned change, Calcutta, Kanpur, Vikas Publishers, Pvt. Ltd., India.
6. David L. Sills, 1968, International Encyclopaedia of Social Sciences, The Macmillan Company and the free Press, USA, 3rd Edition.
7. David W. Minar & Greer Scot, 1969, The Concept of Community Reading with Interpretations, Aldine Publishing Company, Chicago, Pp-ixm 140.



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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.
 10. Irwil T. Sanders, 1953, Making Good Communities Better, Lexington, University of Kenturcky Press.
 11. Mezirow Jack D. 1963, Dynamics of C.D Published by Scare Crow Press, New York.
 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,
 14. Popular Oxford English Dictionary, Lahore Oriental Book Society.
 15. Prof. Abdul Hameed Taga, 1999, Sociology & Problems, Abdul Hameed & Sons Publishers, Lahore,
 16. Prof. Abdul Hameed, 1998, An Introduction to Sociology, p.110.
 17. Prof: Dr. S. Zari Rafiq, 2000, Community Development, Principles & Techniques, Peshawar, Saif Printing Press, Peshawar.
 18. Rafiq, Zari 2006, Community Development, Concepts and Practices, Peshawar, Saif Printing Press, Peshawar.
 19. S. Hayat Roomi, 1997, Training Manual Training of Trainers, National Rural Support Programme.
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BS (4 Years) for Affiliated Colleges



Code	Subject Title	Cr. Hrs	Semester
SOCW-306	Field Work-I & Report Writing	3	V
Year	Discipline		
3	Social Work		

Information to be provided by Department of Social Work, University of the Punjab



Code	Subject Title	Cr. Hrs	Semester
SOCW-307	Social Development	3	VI
Year	Discipline		
3	Social Work		

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:

1. Ali Izetbegonic Alija, 1984-1994, Islam Between East & West, Printed in USA, 3rd Edition, p.170.
2. Arthur Dunham, 1958, Community Welfare Organization Principles & Techniques (Practices). Thomas Y. Crowell Company, New York, p.14.
3. Arthur Dunham, 1960, Community Development, p.p.178-186, in Social Work Year Book, Edited by Russell H. Kurtz, New York, National Association of Social Workers.
4. Con Moser, 1989, Community participation in Urban Projects in the Third World, Progress In Planning, Vol: 32, part-2.
5. Dan. A. Pehekki, 1979, Community Development Theory and Methods of Planned change, Calcutta, Kanpur, Vikas Publishers, Pvt. Ltd., India.
6. David L. Sills, 1968, International Encyclopaedia of Social Sciences, The Macmillan Company and the free Press, USA, 3rd Edition.
7. David W. Minar & Greer Scot, 1969, The Concept of Community Reading with Interpretations, Aldine Publishing Company, Chicago, Pp-ixm 140.
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.
10. Imdad Ali Khan, Abdur Rashid, Abdul Aziz Awan, Jan. 1988, Participative Management for Rural Development, Published by PARD.



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11. Irwil T. Sanders, 1953, Making Good Communities Better, Lexington, University of Kentucky Press.
 12. K. M. Bhatti, 1995, Sustainable Rural Development coordinated Approach, Published by PARD, Peshawar.
 13. 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.
 14. Mezirow Jack D. 1963, Dynamics of C.D Published by Scare Crow Press, New York.
 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,
 17. Popular Oxford English Dictionary, Lahore Oriental Book Society.
 18. Prof. Abdul Hameed Taga, 1999, Sociology & Problems, Abdul Hameed & Sons Publishers, Lahore,
 19. Prof. Abdul Hameed, 1998, An Introduction to Sociology, p.110.
 20. Prof: Dr. S. Zari Rafiq, 2000, Community Development, Principles & Techniques, Peshawar, Saif Printing Press, Peshawar.
 21. Rafiq, Zari 2006, Community Development, Concepts and Practices, Peshawar, Saif Printing Press, Peshawar.
 22. S. Hayat Roomi, 1997, Training Manual Training of Trainers, National Rural Support Programme.
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Code	Subject Title	Cr. Hrs	Semester
SOCW-308	Social Research Methods	3	VI
Year	Discipline		
3	Social Work		

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
6. Research strategy: Induction, deduction.
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:

1. Baszangar, Isabelle & Dodier, N. 1997, "Ethnography: relating the Parts to the Whole" in D. Silverman (ed.) *Qualitative Research: Theory, Method and Practice*. London: Sage Publications.
2. Becker, Howard, 1958. "Problems of Inferences and Proof in Participant Observation", in *American Sociological Review* Vol. 23.No.6.
3. Bell, J,1987, *Doing your Research Project* . London: Open University Press.
4. Benny, M and Hughes, E.C. "Of Sociology and Interview" in *American Journal of Sociology*. Vol. 62.No.2, (Chicago: University of Chicago Press), pp.137-42, Blackwell Publishers Ltd.
5. Blaikie, N. 2,000, *Designing Social Research: The Logic of Anticipation* Cambridge:



6. Broklesby, Marry Anne and Fisher, E, Livelihood Assessment Framework for WWF Training Workshop Peshawar. *Workshop Proceedings* October 21-23, 2003.
7. Bulmer and Donald P Warwick (ed.) *Social Research in Developing Countries* ((Chichester: John Wiley and Sons Ltd.1983.
8. Bulmer, M. (ed.), 1984. *Contemporary Social Research Series-8: In the Field*. London: George Allen and Unwin.
9. Burgess,1982. *Field Research: A Source Book and Field Manual*. London: Allan & Unwin.
10. Burgess,R.1984, *In the Field: An Introduction to Field Research*. London: George Allen & Unwin.
11. Creswell, John. W. (2nd edn.) 2003. *Research Design: Qualitative, Quantitative and Mixed Methods Approach*. London: Sage Publications.
12. Denzin, Norman K.1970. *The Research Act in Sociology* London: Butterworth.
13. Denzin, Norman K.1997. *Interpretative Ethnography: Ethnographic Practice for the 21st Century*. Thousand Oaks, CA: sage Publications.
14. Francis Rummel, J & Wesley C. Ballaine,1963. *Research Methodology in Business*. London: Harper & Row.
15. Gilbert Nigel, 2003, *Researching Social Life*. London: Sage Publications.
16. Goetz, J.P. & LeCompte, M.D.,1984. *Ethnography and Qualitative Design in Educational Research*. London: Academic Press.
17. Gold R.L, 1969. "Field Relations" in McCall G. J. et al. (ed.) *Issues in Participant Observations*. London: Addison Wesley Publishing Co.
18. Gosh, B.N.1986, *A Dictionary of Research Methods*. New Delhi.
19. Hammersley, M. & Atkinson, P. 1995. *Ethnography: Principles in Practice*. London: Routledge.
20. Hughes, B & Tight, 2,000, *How To Research* (2nd edn). Buckingham: Open University.
21. Kluckhohn, F.R, 1940. "Participant Observation" in *American Journal of Sociology* Vol. 145.
22. Lofland,J, *Analysing Social Settings*(Belmont CA: Wadsworth,1971.
23. May Tim, 1997, *Social Research: Methods, Issues and Process*. Buckingham: Open University Press.
24. May Tim, *Social Research: Issues, Methods and Process* (2nd.edn) (Buckingham: Open University Press,1997.
25. McCall. & Simon, J.(ed.),1969. *Issues in Participant Observation*. London: Addison Wesley Publishing Co.
26. Moser CA, *Survey Methods in Social Investigation* (London: William Heinmann Ltd. 1958.
27. Moser, C. A.1958, *Survey Methods in Social Investigation*. London: William Heinemann Ltd.
28. Park, R.E.1952. *Human Communities*. New York: The Free Press.
29. Schwartz and Schwartz, . 1955, "Problems in Participant Observation" in *American Journal of Sociology* Vol.60. No.4
30. Selltiz, et al, *Research Methods in Social Relations* (3rd.edn) New York: Holt, Rinehart 7Wilson, 1976.
31. Shirley Jenkin, "Collecting Data by Questionnaire and Interview" In Norman, A. Polansky (ed), *Social Work Research: Method for Helping Professions* (Chicago: The University of Chicago Press, 1973.



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32. Spradley, J.P., 1980. *Participant Observation*. New York: Holt, Rinehart & Winston.
 33. Taylor, Stephanie. (ed.), 2002. *Ethnographic Research*. London: Sage Publications.
 34. Uzzell, D., 1995. "Ethnographic and Action Research" in M.G. Breakwell, S. Hammond & C. Fife- Shaw (eds.) *Research Methods in Psychology*. London: Sage.
 35. Walliman, N. 2001. *Your Research Project: A Step by step Guide for the First Time Researcher*. London: Sage publications.
 36. Willis, Paul & Trondman, Mats, 2000, *Manifesto for Ethnography* Cf. Stephanie Taylor (ed.), 2002, *Ethnographic Research*. London: Sage Publications
 37. Young, P. V, *Scientific Social Surveys and Research: An introduction to the Background, Contents, Methods, Principles and Analysis of Social Studies*(3rd.edn) (Englewood Cliff N.J: Prentice Hall Inc.
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Code	Subject Title	Cr. Hrs	Semester
SOCW-309	Social Management	3	VI
Year	Discipline		
3	Social Work		

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:

1. Donnison, D.V. Social Policy and Administration: London Allen & Unwin.
2. Jenkins, s. (ed.) Social Security in International perspective. New York, Columbia University Press.
3. Khan, Alfred J. Studies in Social policy and planning, New York. Russell Sage Foundation.
4. Government of Pakistan 5 year Development Plan, Islamabad Planning and Development.
5. Morris Rober, Feasible Planning for Social change; New York, Columbia University.
6. Alcock, P., Social Policy in Britain, London, MacMillan Press.
7. Ali, s. Nation Building, Development & Administration: 3rd World Perspective. Lahore. Aziz Publishers, 1978.
8. Brown, A & Bourne, I. The Social Work Supervisor. Buckingham. Open University Press, 1996.
9. Bulmer, M. Social Science & Social Policy. London. Allen and Unwin Ltd., 1986.
10. Hill, M. Social Policy (5th Edition). Oxford & Blackwell Publications Ltd., 1997.
11. Lepawsky, A. Administration: The Art & Science of organization & Management. New York, Alfred A. Knopf, 1952.
12. Levin, P. Making Social Policy. Buckingham. Open University Press, 1997.



13. The World Bank. World development Report, New York, Oxford Publications.
 14. Stephen P. Robbins – The Administrative Process, prentice Hall Inch. Englewood Cliffs, New Jersey.
 15. Organizational Behaviour, Stephen P. Robbins San Diego State University
 16. Qadir, Ali. Policy Advocacy: A Framework for Social Change in Pakistan. An Exploratory Research Study. Pakistan Lead. 1998.
 17. Robert Adams: Social Policy for Social Work Palgrave Houndmills, Basingstoke, Hampshire, New York, 2002.
 18. Mohammad Khalid: Social Work Theory and Practice With Special Research to Pakistan (3rd Edition) Kifayat Academy Educational Publishers, Karachi 2001.
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Code	Subject Title	Cr. Hrs	Semester
SOCW-310	Social Action	3	VI
Year	Discipline		
3	Social Work		

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:

1. Social action as method of Social Work.
 - 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

7. Modern trends and current issues in Social Action.
 - a. Racial and social justice
 - b. Sectarianism
 - c. Ethnicity
 - d. Human right
 - e. Movement of political reforms Terrorism



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- 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:

1. DONNISON. D. V. Social Policy and Administration: London Allen & Unwin.
 2. JENKINS, S. (ed.) Social Security in International perspective, New York, Columbia University Press.
 3. KHAN, Alfred J. Studies in Social Policy and Planning. New York. Russell sage Foundation.
 4. Government of Pakistan 5 year Development Plann, Islamabad , Planning and Development.
 5. Morris Rober, Fesible Planning for Social Change: New York, Columbia University.
 6. R. Mishra, Society & Social Policy.
 7. Howard Jones, Social Welfare in Third World Development.
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Code	Subject Title	Cr. Hrs	Semester
SOCW-311	Social Gerontology	3	VI
Year	Discipline		
3	Social Work		

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**
 - a) Financial Assistance, Pension, Gratuity, Bonus and medical treatment.
 - 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:

1. Alexander Leaf. "Youth in Old Age". New York, MacGraw-Hill, 1975.



2. Cary S. Kart, Eileen S. Metress, and James F. Metress, “Aging and Health: Biologic and Social Perspectives”. Menlo Park, Calif: Addison – Wesley, 1978.
 3. Gordon F. Streib and Harold L. Orbach, “The Development of Social Gerontology and the Sociology of Aging”, in the uses of Sociology, New York: Basic Book, 1967.
 4. James E. Birren and Vivian Clayton, “History of Gerontology, In Aging: Scientific Perspectives and Social Issues, New York: D. Van Nostrand, 1975.
 5. James E. Birren, “The Psychology of Aging “. Chicago: University of Chicago Press, 1968.
 6. Khalid M. “Social Work Theory and Practice”. Kifayat Academy, Karachi, 2008.
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Code	Subject Title	Cr. Hrs	Semester
SOCW-312	Field Work-II and Report Writing	3	VI
Year	Discipline		
3	Social Work		

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

BS (4 Years) for Affiliated Colleges



Code	Subject Title	Cr. Hrs	Semester
SOCW-401	Civil society Organizations and Development	3	VII
Year	Discipline		
4	Social Work		

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:

- Lyal S. Sunga, "NGO Involvement in International Human Rights Monitoring, International Human Rights Law and Non-Governmental Organizations" 2005.
- Steve Charnovitz, "Two Centuries of Participation: NGOs and International Governance," Michigan Journal of International Law, Vol. 18, Winter 1997.
- Werker & Ahmed, "What do Non-Governmental Organizations do", 2008.
- Sanjay Bhattacharya, "Social Work Administration and Development", Rawat publication, New Delhi: 2006.
- 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.
- 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.

BS (4 Years) for Affiliated Colleges



Code	Subject Title	Cr. Hrs	Semester
SOCW- 402	Field Work-III and Report Writing	3	VII
Year	Discipline		
4	Social Work		

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 (Ist 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.

BS (4 Years) for Affiliated Colleges



Code	Subject Title	Cr. Hrs	Semester
SOCW-403	Medical Social Work	3	VII
Year	Discipline		
4	Social Work		

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

1. Use of Social Case Work, Social Group, Community Welfare Organization, Administration and Research Methods of Social Work in Medical settings.
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:

- Bartlett, Harriett, M. Fifty years of Social Work in the Medical setting. Post Significance and future outlook. New York National Association of Social Workers, 1957.
- Brechin Ann, Swiam John Liddiar Penny. Rosen Marvin, Clark R. Gerald Kivitz S. Marvin. "Habilitation of the Handicapped", New Dimensions in Programmes for the developmentally disabled.1982
- Butler Alan & Pritchard. Social Work and Mental illness, 1983.
- Field, Minns. Patients are people. A Medical social approach to prolonged illness, 2nd edition.1982
- Fried Lander, A. Walter. "Concepts & Methods of Social Work", 2nd edition.1976
- Goldstein. Expanding horizons in Medical Social Work. Chicago, University of Chicago press.1976
- Robinson & Robinson. The mentally retarded child, McGraw Hill Series in Psychology.1982
- Robinson. "The patient as a person a study of the social aspect of illness. New York University Press.1990

BS (4 Years) for Affiliated Colleges



Code	Subject Title	Cr. Hrs	Semester
SOCW-404	Gender and Development	3	VII
Year	Discipline		
4	Social Work		

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:

- Agarwal, B. (ed.) (1988). Structures of Patriarchy. New Delhi: Kali for Women.
- Barker, D. L. and Allen, S. (1976). Dependence and Exploitation in Women and Marriage, London: Longman.
- Bartky, S.L. (1990) Feminist and Domination, New York: Routledge.
- Burr, Bivien, (1995) An Introduction to Social Construction, London: Routledge.
- Chattergi, J. (1990) Religious and the status of Women. New Delhi: Uppal.
- Chitkara, S.B and M. G., Nangia. (2001) Women and Social Transformation New Delhi: Uppal.
- Commonwealth secretariat , (1990) Gender Management System. London: Commonwealth secretariat.
- Commonwealth Secretariat. (1990) Gender Mainstreaming in Development Planning. London: Commonwealth Secretariat.
- Commonwealth Secretariat. (1990) Gender Mainstreaming in the Public Service. London: Commonwealth Secretariat.
- Commonwealth Secretariat. (1990) Using Gender sensitive and Indicators. London: Commonwealth Secretariat.
- Connell. R. W., (1987) Gender and Power . London: Polity Press.
- Kabeer Naila. (2003) Reversed Realities. London NY Verso.
- Khan, Kausar S. (1996) Gender Trained Manual. Lahore: Shirkat Gah.
- Khan, Night, Said Saigal Rubina (eds.) (1995) Aspects of Women Development. Lahore: ASR Publications.
- Mumtaz K and F Shaheed , F, (1987). Women of Pakistan: Two Steps Forward , one-step Backwaed, Pakistan: Vanguard.
- Ostergaard Lise (ed.) (1992) Gender and Development. Lahore
- Pakistan Govt. (1995) National Report: Fouth International Conference of Women, Beijing; China.
- Pakistan Govt. (latest ed). Pakistan Economic Survey . Govt of Pakistan.
- Yonne, Yazbeckhadded. & J. I. , Exposito. (1998). Islam, Gender & Social Change. New York: Oxford University Press.

BS (4 Years) for Affiliated Colleges



Code	Subject Title	Cr. Hrs	Semester
SOCW- 405	Research Project / Internship-I	3	VII
Year	Discipline		
4	Social Work		

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:

- Baszangar, Isabelle & Dodier, N. 1997, "Ethnography: relating the Parts to the Whole" in D. Silverman (ed.) *Qualitative Research: Theory, Method and Practice*. London: Sage Publications.
- Beati, John, 1964. *Other Cultures : Aims, Methods and Achievements in Social Anthropology*. London: Free Press.
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- Burgess,1982. *Field Research: A Source Book and Field Manual*. London: Allan & Unwin.
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- Denzin, Norman K.1970. *The Research Act in Sociology* London: Butterworth.
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- McCall. & Simon, J.(ed.),1969. *Issues in Participant Observation*. London: Addison Wesley Publishing Co.
- Park, R.E.1952. *Human Communities*. New York: The Free Press.
- Rafique, S.Zarei, 2006, *Research Methods in Social Science* . Social Work Dept. Peshawar University.
- Schwartz and Schwartz, . 1955, "Problems in Participant Observation" in *American Journal of Sociology* Vol.60. No.4
- Spradley, J.P.,1980. *Participant Observation*. New York: Holt, Rinehart & Winston.
- Taylor, Stephanie. (ed.), 2002. *Ethnographic Research*. London: Sage Publications
- Uzzell, D. ,1995. "Ethnographic and Action Research" in M.G. Breakwell, S. Hammond & C. Fife- Shaw (eds.) *Research Methods in Psychology*. London: Sage.
- Walliman, N. 2001. *Your Research Project: A Step by step Guide for the First Time Researcher*. London: Sage publications.
- Willis, Paul & Trondman, Mats, 2000, *Manifesto for Ethnography* Cf. Stephanie Taylor (ed.), 2002, *Ethnographic Research*. London: Sage Publications

BS (4 Years) for Affiliated Colleges



Code	Subject Title	Cr. Hrs	Semester
SOCW-406	Introduction to Criminology	3	VIII
Year	Discipline		
4	Social Work		

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:

- M.Y. John Wiley, The Sociology of Crime.
- Rust, Cysil, The Young Delinquent, N.Y. Applotin & Co.
- Ch. Iqbal, Pakistani Society Aziz Publishers, Lahore 1984.
- Abdullah O Naseef, Encyclopedi of Seerah Pak Book Corporation Aziz Chambers Lahore-3, 1982.
- P.P.C. Law Publication Pakistan – P.L.D. Publishers Nabha Road, Lahore.
- Crime and Criminology, by Sue Titus Reid, The Dryden Press, Hinsdale – Illinois – 1976.
- Community Punishment “A Critical Introduction”, Lan Brownlex, Langman, London and New York, 1998.
- Criminological Theories introduction and Evaluation, Rouald L. Akers, (2nd Edition Fitzroy Dearborn Publishers, Chicago – London – 1999.
- the Oxford Handbook of Criminology (2nd Edition, 1997), Edited by Mike Magnire Rode, Morgan, Robert Reiner.
- Principles Sentencing, Readings on Theory and Policy, Edited by Andrew Vn Hirsch & Andrew, 2nd Edition, Hart Publishing Oxford, 1998.
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BS (4 Years) for Affiliated Colleges



Code	Subject Title	Cr. Hrs	Semester
SOCW- 407	Field Work-IV	3	VIII
Year	Discipline		
4	Social Work		

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 will 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.



Code	Subject Title	Cr. Hrs	Semester
SOCW-408	Population Welfare and Demography	3	VIII
Year	Discipline		
4	Social Work		

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.

II. Population Planning as a Humanitarian Response to Social Problems.

- 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
- b. Role of Social Work profession in Population Planning.

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:

- Akber S. Ahmed, Pakistan Society (First Edition 1989)
- Bryan Carllenge: Monitoring the Environment (Oxford 1992).
- Calenderone, M.S. Manual of Family Planning 2nd ed. Baltimore: The Williams and Wilking Co. 1970.
- Ehrltoh & Ehrltch, Population Resources, Environments Issues in Human Ecology. San-Francisco: W.H. Freeman and co. 1970.
- Hankinson, R.K.S. Family Planning and National development. London: International Planned Parenthood, 1969.
- Haselkorn, F. Family Planning: Readings and Case Materials New York: Council Social Work Education.
- Katchadourian, H.A., fundamentals of human Sex laity, New York, Hold, Rinchart and Winston, Inc., 1972.
- Kendall, Katherine A. Population Dynamics and family Planning: A New Responsibility for Social Work education, New York, Council on Social Work Education.
- Lee, Lake T., Studies in Family Planning Vol.4, New York: Population Council, 1971.
- Mansoff, M.T. (ed), Family Planning Training for Social Service. New York: Planned Parenthood-World Population, 1970.
- National Academy of Science, Rapid population growth. Consequences and policy implications. Baltimore, The John Hopkins Press, 1971.
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- Peel, John and Malcolm Potts. Text Book of Contraceptive practice London. Cambridge University Press, 1969.
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- Rawson and Salkeid, Communication, Family Planning, and parenthood London: Parenthood, 1972.
- Tepperman, Lorne and Rosenberg Michael, "Macro/Micro: A Brief Introduction to Sociology" Prentice – Hall Canada Inc. 1998.

- 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
- Zawachi, A.A., A Text Book for Family Planning Field Worker. Chicago: Community and Family Study Centre, University of Chicago. 1971.



Code	Subject Title	Cr. Hrs	Semester
SOCW-409	Project Planning & Implementation	3	VIII
Year	Discipline		
4	Social Work		

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.
- Baum W C 1978 The World Bank project cycle. Finance & Development 15(4): 10-17.
- Cusworth J W 1983 Integrated agriculture development projects in Sierra Leone: some implications for the future administration of agricultural development. Journal of Agricultural Administration 18: 61-85.
- Morris P W G, G H HOUGH 1986 Pre-conditions of success and failure in major projects. Chichester, Major Projects Association.
- Paul S 1983, Managing development programmes: the lessons of success. Boulder-dern Colorado, Westview.
- Rondinelli D 1983 Development projects as policy experiments. London, Methuen.
- Sen A 1970 Growth economics: selected readings. Harmondsworth, Penguin. UNIDO 1979 Manual for the preparation of industrial feasibility studies. Vienna, UNIDO.
- FAO 1990, Design of agricultural investment projects, lessons from experience. Investment Centre Staff Papers Rome, Italy, FAO.

- Fayol H 1949 General and industrial management. Pitman, London.
- Jaeger A M, R N Kanungo 1990 Management in developing countries, London, Routledge.
- Leonard D 1987 The political realities of African management. World Development 15(7): 899-910.
- Mintzberg H 1973 The nature of managerial work. New York Harper & Row.



Code	Subject Title	Cr. Hrs	Semester
SOCW-410	Research Project/Internship-II	3	VIII
Year	Discipline		
4	Social Work		

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.

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.
 - i. Research defined
 - j. Families of research; qualitative and Quantitative
 - k. The Research Cycle/ Process/ research methodology.
 - l. How to select and define your research topic
 - m. Literature Review
 - n. Research Designing
 - o. Research techniques : tools of data collection
 - p. 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

3. Ethno-methodology: Participation and Observations, Roles adopted in ethno-methodology, advantages and disadvantages of different roles.

4. Documents: secondary sources.
 - f. Sampling Issues= Typology
 - g. Some basic statistics= Measurement of central tendency
 - h. Data analysis./tabulation
 - i. Report writing
 - j. Bibliography and referencing

References;-

1. Baszangar, Isabelle & Dodier, N. 1997, "Ethnography: relating the Parts to the Whole" in D. Silverman (ed.) *Qualitative Research: Theory, Method and Practice*. London: Sage Publications.
2. Beati, John, 1964. *Other Cultures : Aims, Methods and Achievements in Social Anthropology*. London: Free Press.
3. Becker, Howard, 1958. "Problems of Inferences and Proof in Participant Observation", in *American Sociological Review* Vol. 23.No.6.
4. Bulmer, M. (ed.), 1984. *Contemporary Social Research Series-8: In the Field*. London: George Allen and Unwin.
5. Burgess,1982. *Field Research: A Source Book and Field Manual*. London: Allan & Unwin.
6. Creswell, John. W. (2nd edn.) 2003. *Research Design: Qualitative, Quantitative and Mixed Methods Approach*. London: Sage Publications.
7. Denzin, Norman K.1970. *The Research Act in Sociology* London: Butterworth.
8. Denzin, Norman K.1997. *Interpretative Ethnography: Ethnographic Practice for the 21st Century*. Thousand Oaks, CA: Sage Publications.
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12. Goetz, J.P. &LeCompte ,M.D.,1984. *Ethnography and Qualitative Design in Educational Research*. London : Academic Press.
13. Gold R.L, 1969. "Field Relations" in McCall G. J. et al. (ed.) *Issues in Participant Observations*. London: Addison Wesley Publishing Co.
14. Hammersley, M.& Atkinson, P. 1995. *Ethnography: Principles in Practice*. London: Routledge.
15. Kluckhohn, F.R, 1940. "Participant Observation" in *American Journal of Sociology* Vol. 145.
16. McCall. & Simon, J.(ed.),1969. *Issues in Participant Observation*. London: Addison Wesley Publishing Co.
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