



TRIBHUVAN UNIVERSITY
FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SOCIAL WORK
CURRICULUM FOR THREE YEAR BACHELOR LEVEL
PROGRAMME IN SOCIAL WORK
2065

SOCIAL WORK SUBJECT COMMITTEE
TRIBHUVAN UNIVERSITY, KIRTIPUR, KATHMANDU
NEPAL

Course Structure

Paper	Year	Code No	Subject	Theory	Practical	Total
I	1 st	SW 311	Concepts & Principles of Social work	60	40	100
II	2 nd	SSW 312	Methods of Social Work Practice	60	40	100
III	2 nd	SSW 313	Integrated Social Work Practice	60	40	100
IV	3 rd	SSW 314	Social Welfare Administration	60	40	100
V	3 rd	SSW 315	Research Methods in Social Work	60	40	100
VI	3 rd	SSW 316	Development Perspectives in Social Work	60	40	100

- Intervention units in society: Individuals, families, groups, communities and formal/informal organizations. (10 hrs)
- Social work practice in addressing, emerging social problems: (10 hrs)
 - a) Poverty, Marginalization, Deprivation and discrimination;
 - b) Health problems: HIV AIDS, Communicable diseases, Drug abuse and Alcoholism c) Employment
 - d) Children: orphanage, Girls trafficking, Child rights, Child education, Rehabilitation and juvenile Delinquency.
 - e) Women: Domestic violence, social/cultural violence, prostitutions legal rights for the women separation and divorce
- Areas of Social work practice: Ethnic groups, and segregated and marginalized groups including Dalits. (2hrs)
- Code of Ethics in Social work (NASW), guidelines prepared by social welfare council (SWC), Ethical dilemmas. (5hrs)

Practical Part (40 marks)

(250 hrs)

The students will be placed in different Human Service Organizations for practical exposure. They are expected to give at least *ten hours* of fieldwork per week. The students are expected to identify and work different practice systems. They are expected to practice the techniques of problem solving. *(Details of the field work objectives, expectations, evaluation guidelines are attached in the annex)*

Text Books

- Adhikari, Dilli Ram, Samaj Karya Ek Parichaya, Kathmandu, Dilli Ram Adhikari, 2001
- Armando, T.M. and Sheator B.W., Social Work: A Profession of Many Faces, USA, Allyn and Bacon, 1995.
- Friedlander, Walter A. (ed), "Concepts and Methods of Social Work", New Delhi; Prentice Hall of India, 1977.
- K.C., Dipendra and Kailash Uprety. "Introduction to Social Work". Kathmandu: Nepal Book House,

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- Fink A. E., Anderson C. W. and Conover M. B., The Field of Social Work, USA, Holt, Rinehart and Winston Inc., 1942.
- Friedlander, Walter A, "Introduction to Social Welfare", New Delhi; Prentice Hall of India, 1967.
- Garette, Annette: "Interviewing: Its principles and Methods", New York: Family Service Association of America-1960.

- Gilbert, N., Miller H. and Specht, H., An Introduction to Social Work Practice, USA, Prentice-Hall Inc., 1986.
- Government of India, Encyclopedia of Social Work in India, Ministry of Welfare/GOI, 1987.
Madan, G.R., Indian Social Problems (Vol. I and II), Lukhnow, Allied Publishers Pvt. Ltd, 1973
NASW, Encyclopedia of Social Work Washington DC, NASW Press, 1995.
- Pincus, A., and Minham, A., Social Work Practice: Models and Methods, Itasca: F.E. Peacock Publications Inc, 1973.
- Richmond, M., Social Diagnosis, New York, Russell Sage Foundation, 1917.
- Sheafor, B.W., Horejsi C. R. and Herefsi G. A., Techniques and Guidelines for Social Work Practice, Massachusetts, Allyn and Bacon, 1991.
- Wadia, A.R "History and Philosophy of Social Work in India", Mumbai, Allied Publishers Pvt. Ltd., 1968.

SSW-312 Methods of Social Work

(100 marks)

Course Objectives:

- Understanding the characteristics, applicability and significance of methods of social work with individuals, family, groups, communities and organizations.
- Develop ability to establish, maintain and manage different relationship with concerned stakeholders during intervention.
- Understand the problem solving process and develop skills of identifying the problem of injustice faced by individuals, groups and communities.
- Develop ability to work with communities and formal organization in the context of their power structures, dynamics leadership and problems.
- Appreciate the work with individuals, families, groups, communities and organization as an effective method for social change.
- Develop self-awareness in relation to one's own psychosocial background and one's response to others.

Theoretical Part: (60 Marks)

(100 hrs)

Historical evolution of methods of social work (work with individuals, families, groups and communities) with specific reference to national and international perspective. (10 hrs)

Working with individuals and families (Case Work):

(30 hrs)

- Concept, definition, objectives and characteristics
- Principles – participation, individualization, confidentiality, communication, acceptance, selfawareness and self-determination.
- Five components of case work – Person, problem, process, place, professionalism.
- Process of Case Work: Intake, Study Phase, assessment, treatment plan, intervention, termination, evaluation, follow up
- Tools-interviewing, relationships, home visits, recording, observation and listening.
- Techniques: Supportive and psycho social counseling and other measure- individual, group, family and community based intervention
- Concept of family, family dynamics, role of family, assessment. Recording in case work

Working with groups (Group Work):

(30 hrs)

- Concept, definition, objectives and characteristics.
- Principles of group work: major 14 principles.
- Types of groups: recreational, socialization, support, anonymous, therapeutic group, saving and credit group.
- Group dynamics:
- Phases of group work – initial, middle and termination.
- Use of program media: games, street play, puppet shows.
- Facilitation/moderation skills Recording-style and types.

Working with communities (Community Organization):

(30 hrs)

- Community: Concept, Types
- Concept, definition, objectives and characteristics of community organization.
- Basic on community organization in Nepal-indigenous organization (caste, ethnicity, geographical proximity.)
- Principles of community organization, directive and non-directive approach.
- Models of community organization.
- Community problem solving process.
- Stakeholders' analysis: basic concepts of participation, empowerment, leadership, power dynamics, conflict and its mitigation, globalization, gender issues.
- Selected cases of community organization in Nepal-community forestry, mothers groups, saving and credit groups, guthi, dhikur, Rodi, Parma, Bheja.
- Recording style: Documenting process and events and summary reports.

Practical Part: (40 marks)

(250 hrs)

The students will be placed in different Human Service Organizations for practical exposure. They are expected to give at least ***ten hours*** of fieldwork per week. The students are expected to identify and work with different practice systems. They are expected to practice the techniques of problem solving. *(Details of the field work objectives, expectations, evaluation guidelines are attached in the annex)*

Text Books

- Garvin C. D., Contemporary Group Work, New Jersey, Prentice-Hall Inc., 1981.
- Mathew, G., An Introduction to Social Case Work, Mumbai, Tata Institute of Social Sciences, 1992.
- Ross, M. G., Community Organization: theory and practice, New York, Jarper Brother, 1955.
- Tropman, J. et. (eds), Tactics and Techniques of Community Intervention, Illinois, F.E. Peacock Publishers Inc, 1995.

Reference:

- Alinsky, S., Rules for Radicals, New York, Random House, 1971.
- Batten J. R., The Non-directive Approach to Group and Community Work, London, Oxford University Press, 1969.
- Bogartz, H. and Dahal, D.R., Development Studies: Self-Help Organizations, Kathmandu, NEFAS, 1996.
- Cox. F.M. et. al., Strategies of Community Organization, Itasea, F.E. Peacock, 1987.
- Desai M., Family Intervention: A Course Compendium, Mumbai, Tata Institute of Social Sciences, 1994.
- Desai, M. et. al. (eds), Towards people Centered Development (part I and II), Mumbai, Tata Institute of Social Sciences, 1996.
- Dunham, A., Community Welfare Organization, New York, Themes Y. Crowell, 1958.
- Freire, P., Pedagogy of the Oppressed, Harmonds Worth: Penguin, 1972.
- Himilton, G., Theory and Practice of Social Case Work, New York, Colombia University Press, 1940. Hollis F. and Woods M., Casework: A psychosocial Therapy, New York, Random House 1981.
- Kabeer, N., Reversed Realities: Gender Hierarchies in Development Tourht, New Delhi, Kali For Women, 1996.
- Kahn Si, A Guide for Grassroots leaders, USA, NASW Press, 1991.
- Kettner, P. et. al, Initiating Change in Organizations and Communities: A Macro Practice Model, California, Broks/Cole Publishing.
- Konopka, G., Social Group Work: A Helping Process, new jersey, Prentice-Hall, 1983.
- Kramer, R. M. et. al (eds), Readings in Community Organization Practice, New Jersey, Prentice-Hall Inc. 1969.
- Pearlman, Helen Harris, "Social Casework: A Problem Solving Process", Chicago: The University of Chicago Press, 1967.
- Shulman, L., The Skills of Helping: Individuals, Families and Groups, Itasea, Illinois, F.E. Peacock, 1992.
- Siddiqui, H.Y., Social Work and Social Action: A Developmental Perspective, New Delhi, Human Publications, 1984.

- Thapa, Ganga, B., Local Self-Government in Nepal, Kathmandu, FES/POLASAN, 1998.
- Trecker H. B. (ed.), Group Work: Foundations and Frontiers, New York, Whiteside Inc 1955.
- Unit of Family Studies – TISS, Enhancing the role of the family as an agency for social and Economic Development, Mumbai, Tata Institute of Social Sciences, 1994.
- Warren, R. L., Studying Your Community, New York, Russell Sage Foundation, 1965.

SSW-313 Integrated Social Work Practice

(100 marks)

Course Objectives:

- Understanding and appreciating the holistic and integrated practice of social work and selective use of methods.
- Understanding the utilization of the tools of social analysis at micro and macro levels in relation to a specific target group facing a problem/issue.
- Develop ability to plan out concrete tasks in relation to the strategies of intervention identified.
- Develop the concept of values of justice and commitment to the development, welfare and empowerment of the marginal groups in Nepali society.

Theoretical Part: (60 marks)

(100 hrs)

- Changing trends in social work practice: Indigenous practices in Nepal and induced models, welfare, development, radical practice for empowerment. (15 hrs)
Frame of reference for social work practice. (10 hrs)
- Understanding systematic marginalization of vulnerable groups (sexism, racism, ethnocentrism, classism, casteism, ageism etc) (10 hrs)
- Basic tools of analysis of different systems (10 hrs)
- Integrated social work practice-micro, mezo, macro (20 hrs)
- Perspectives for problem solving: different approaches existing in the field, efforts of government and voluntary groups/organizations- national/international (policies, legislation, international treaties, etc). (12 hrs)
- Concept of Crisis Intervention and management. (10 hrs)
- Use of 'Self' in social work practice. (3 hrs)
- Concept of designing social work intervention strategies. (10 hrs)

Practical Part: (40 marks)

(250 hrs)

One of the problem areas of work can be identified by the students to work on at the end of academic year. Besides the classroom input the students are required to do personal reading to prepare a ***Comprehensive seminar paper*** on the problem identified for work. This paper along with the bibliography/references is presented towards the end of the semester in a seminar form.

Text Books

- Johnson, Louise C., Social Work Practice: A Generalist Approach, Massachusetts, Allyn and Bacon, 1983.
- Skidmore R.A. (et. al), Introduction to Social Work, New Jersey, Prentice Hall Inc., 1988.

Reference:

- Gambrill, E. and Pruger, R. (eds), Controversial Issues in Social Works, USA, Allyn and Bacon, 1992. Roberts R. W. and Nee R. H. (ed), Theories of Social Casework, Chicago, University of Chicago Press, 1970.
- Gilliland B.E. and James R.K., Crisis intervention Strategies, USA, Brooks/Cole Publishing Company, 1997.
- Krist-Ashman and Hull, Understanding Generalist Practice, Chicago Nelson-Hall Publishers, 1993.
- Manor, J., Power Poverty and poison: Disaster and Response in an Indian City, New Delhi, Sage Publications, 1993.
- Parad, H. A., Crisis Intervention, New York, Family Services Association of America, 1965.
- Roberts R.W. and Nee R. H. (ed), Theories of Social Casework, Chicago, University of Chicago Press, 1970.
- Suppe M.A. and wells C. C., The Social Work Experience: An Introduction to Profession and its Relationship to Social Welfare Policy, USA, Mc.Graw-Hall Companies Inc., 1996.

SSW-314 Social welfare Administration Practice

(100 marks)

Course Objectives:

- Understanding welfare administration and policies at local, district, zonal and national level in Nepal.
- Recognizing the linkages between developmental issues and social policies, plans and programs.
- Understanding concept and the management of voluntary, welfare and development organization.
- Develop understanding of the administration process of an organization in the context of social work practice.
- Learning procedures in establishing and managing a social work organization.
- Acquire skills in administrative processes for the effective management of services.
- Develop appropriate attitudes to be part of the team in an organization.

Theoretical Part: (60 marks)

(100 hrs)

- Social welfare administration: Concept, evolution, philosophy, principles and values. (10 hrs)
- Nepal as a social welfare state; state and district administrative structures; ministry of social welfare,

Social Welfare Council, role of NGOs and civil society in planned development of the nation. (12 hrs)

- Agency administration: Constitution, by laws, registration of the agency. (10 hrs)
- Philosophy and ideology of social work organizations; sociological understanding of an organization. (12 hrs)
- Organizational management:
 - Program management: needs assessment, program planning and developing proposal writing, organizing, conflict and stress management, implementation and evaluation (20 hrs)
 - Financial management: concept of accounting, budgeting, auditing. (8 hrs)

- Human resource management: concept of staff policies, performance appraisal, recruitment, training, promotion, incentives, reward and punishment.
(8 hrs)

- Project Management Cycle (8 hrs)
- Concepts of organization development and capacity building. (12 hrs)

Practical Part: (40 marks)

(250hrs)

The students will be placed in different Human Service Organizations for practical exposure. They are expected to give at least *ten hours* of fieldwork per week. The students are expected to identify and work with different practice systems. They are expected to practice the techniques of problem solving. *(Details of the field work objectives, expectations, evaluation guideline are attached in the annex)*

Text Books

- Gupta N.S. "Principles and Practice of Management" Delhi; Light and Life Publications.
- Rino J. Patti, Social Welfare Administration: Managing Social Programs in a Developmental Context, New Jersey, Prentice Hall, 1983.
- Slavin, Simon (ed.), An Introduction to Human Management, the Haworth Press New York, London, 1985.

Reference:

- Bhattachan et. al, NGOs, Civil Society and Government in Nepal, Central Department of Sociology and Anthropology, TU, Kathmandu, 2001.
- Chowdary Paul D. "Social Welfare Administration" Delhi: Atma Ram & Sons, 1979.
- Coley S. M. and Scheinberg C. A., Proposal Writing, California, Sage Publications, 1990.
- Denyar J.C. "Office Administration", Plymouth: Mac Donald & Evans 1979.
- Drucker, Peter, The Practice of management, USA, Harper Row Publishers, 1954.
- Dubey S.N. "Social Welfare Policy & Social Welfare Service: Some Issues", Mumbai; Tata Institute of Social Sciences, 1972.
- Hefferman J., Shuttlesworth G. and Ambrosino R., Social Work and Social Welfare, USA, West Publishing Company, 1998.
- Jaganathan V. "Administration and Social Change" New Delhi; Uppal Publishing House, 1978.
- John Ray, "Executive Responsibilities", New York: Association Press, 1954.

- Maskey, B.K., Non Governmental Organizations in Development: Search for a New Vision, Kathmandu, Center for Development and Governance.
- Prigmore, Charles S. and Atherton, Charles A., Social Welfare Policies: Analysis and Formulations, USA, DC, Health and Co., 1986.
- Robbins, S.P., Organizational Behavior, New Delhi, Prentice Hall of India, 2002
- Salvin, Simon (ed.), Managing Finances Personnel and Information in Human Services, The Haworth Press New York, London, 1985.
- Sankaran & Rodrigues. "Handbook for the Management of Voluntary Organizations", Madras; Alfa Publications, 1983.
- Taylor et. al., How to design a Program Evaluation, California, Sage Publications, 1987.
- Tead, Ordway, "Art of Administration", New York; Mc Graw Book Company Inc. 1951.
- Tyagi A.R. "Public Administration; Principles and practices" Delhi, Atma Ram & Sons, 1966.
- Wainberger, Paul E., Perspectives in Social Welfare: An Introductory Anthology, London, McMillian Co., 1995.
- Weiner M. "Human Service Management". Illinois; The Dorsey Press, 1982.
- White Clyde R. "Administration for Public Welfare" New York, American Book Company, 1980.

SSW-315 Research Methods in Social Work (60+40=100 marks)

Course Objectives:

- Develop ability to recognize and utilize research as a problem solving process in social work practice.
- Develop ability to carry out qualitative and quantitative research projects independently.
- Develop ability to function as an effective team member in designing, data collection and analysis of the research.
- Develop ability to critically analyze research reports and draw recommendations for practice.

Theoretical Part: (60 marks)

(100 hrs)

- Concept and practice of research in social sciences (10 hrs)
- Social work research – concept and characteristics (5 hrs)
- Similarities and differences with social science research (5 hrs)
- Types of research: Barefoot research, Baseline survey, Participatory action research, Evaluation research, Anthropological/Ethnographic research, Feminist research, social immersion and culture shock. (10 hrs)
- Understanding the concepts of methodology, methods, tools & techniques in research practice. **(10 hrs)**
- Research perspectives and approaches: Diachronic, Synchronic approaches; Etic and Emic perspectives, overt and covert perspectives; phenomenal, ideational observation (3hrs)
- Qualitative and Quantitative in research social science. (5 hrs)
- Research Proposal and its components (2 hrs)
- Research process – Identification of research problem, formulation of objectives, research design and conceptual, identification of variables, formation of hypothesis/research questions, sampling design, tools and methods of data collection, data collection (individual based, group based, observation based, document based), data processing, data analysis, report writing and presentation. **(30hrs)**
- Use of simple statistical method in social research: measures of central tendency, measures of dispersion, correlation, chi-square test. (20 hrs)

Practical Part: Research Project (40 marks) **(250 hrs)**

The students are expected to carry independent *research project* in the areas of their interest under the close supervision of research guide and present at the end of the year.

Text Books

- Kothari, C. R., Research Methodology: Methods and Techniques, New Delhi, Wishwa Prakashan, 1996.
- Rubin, Allen, Babbie, E, research Methods for Social Work, USA, Brooks/Cole Publishing Co,

Reference:

- Denzin, N.K., Strategies of Qualitative Inquiry, Sage Publications, USA, 1999.
- Good and Hatt, Methods in Social Research, New York, Mc Graw Hill 1952.
- Gupta S. P., Statistical methods, New Delhi, S Chand and Co., 1987.
- Kerlinger, F., Foundation of Behavioral Research, New York, Princhart and Wiston, 1973.
- Newman, W.L., Research Methods-Quantitative and Qualitative Approaches, USA, Allyn and Bacon, 1997.
- Stake, Robert E., The Art of Case Study Research, Sage Publications, New Delhi, 1995.
- Whyte, W. (ed), Participatory Action Research, New Delhi, Sage Publications, 1991.
- Young, P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1968.

SSW-316 Development Perspectives in Social Work (Functional Paper)

(60+40=100 marks)

Course Objectives:

- Develop an understanding of the concept of development and under-development, the indicators of development and the approaches to development.
- Develop an understanding of the systemic nature of poverty, marginalization and the resultant problems, and their magnitude in Nepali society and the interrelationship between problems.
- Develop and understanding of the methods of social analysis of Nepal
- Understand, develop sensitivity and analyze the present socio-cultural and political realities of Nepal society.

Theoretical Part: (60 marks)

(100 hrs)

- Concept of development and underdevelopment: Historical perspective, indicators of development.
(6 hrs)
- Contemporary development discourse and its critique; modernization theory, dependency theory, world system theory, cultural and postmodern critique. (13hrs) Concept of human development, and sustainable development.
Concept of participation and participatory Development (6 hrs)
Concept of social development; Meaning, Concept and indicators (6 hrs)
Approaches to development; state, market and civil society. (9 hrs)
- Components of social systems: Economics, social, political and ideological systems their definition and inter-relationship. (15 hrs)
- Social Change: Class Struggle, Elitist and Marxist theory of understanding class relations, Social stratification (class, caste, religion, ethnicity, and gender). (15hrs)
- Social and political movements in Nepal-Ideologies and strategies. (10 hrs)
- Global forces and its impact in Nepal society-globalization, foreign aid, geopolitical situation.;
Urbanization (6 hrs)
- Poverty and its dimensions; (6 hrs)

Practical Part: (40 marks)

(250 hrs)

Block placement (internship) in an organization of student's choice after appearing for final examination; for a period of 30 days.

Reference:

- Alvin Y. So, Social Change and Development: Modernization, Dependency and World System Theories, Sage Publications, 1990.
- Amin, S., Unequal Development, London, Monthly Review, 1976.
- Baran, P.A., The Political Economy of Growth, USA, Monthly Review, 1957.
- Bhattachan, K.B. and Mishra C. (ed), Developmental Practices in Nepal, Kathmandu, DOSA-TU, 1997.
- Bista, D.B., Fatalism and Development: Nepal's Struggle for Modernization, Calcutta, Orient Longman, 1991.
- Bista, D.B., People of Nepal, Kathmandu, Ratna Pustak Bhandar, 1996.
- Blaikie, P., Cameron, J. & Seddon, D., Nepal Crisis: Growth and Stagnation at the Periphery, Delhi, Oxford University, Press, 2001.
- Cerner, M. (ed), Putting People First, New York, Oxford, 1985.
- Dahal et. al (eds), Development Challenges for Nepal, Kathmandu, NEFAS, 1999.
- Devkota, Padam Lal. Reflection on participatory Rural Development in Nepal. Calgary: University ofm Calgary, 1992
- Devkota Padam Lal. "Anthropological Perspectives in Grassroots Development in Nepal". Occasional Paper in Sociology and Anthropology. Kathmandu : Tribhuvan University, 1994
Dixit et.al (eds), State of Nepal, Kathmandu, Himal Books, 2002.
- Escobar, A., Encountering Development: The Making and Unmaking of Third World, Princeton, NJ: Princeton University Press, 1995.
- Gautam Rajesh and Thapa Ashok, Tribal Ethnography of Nepal (Vol I and II), Book Faith India, 1994.
- Geller, D.N., Pfaff-Czarnecka, j. & Whelpton, J, (ed.), Nationalism and Ethnicity in a Hindu Kingdom, Harwood Academic Publishers, 1996.
- Gupta, D., Social Stratification, New Delhi, Oxford University Press, 1992.
- Hutt, M., Nepal in Nineties, Oxford, Oxford University Press, 1993.
- Khadka, N., Foreign Aid and Foreign Policy: Major Powers in Nepal, New Delhi, Vikash Publishing House, 1997.
- Malla, K.P. (ed), Nepal: Perspectives on Continuity and Change, Kathmandu, CNAS, 1989.
- Manandhar, L.K. and Bhattachan K.B. (eds). Gender and Democracy in Nepal, Kathmandu, FES, 2001.
- Paddison, R., Urban Studies, New Delhi, Sage Publications, 2001.
- Pandey, D.R., Nepal's Field Development" Reflections on the Mission and the Maladies, Kathmandu, NSAC, 2001
- PANOS, Governing Our Cities: Will People Power Work? UK, The Panos Institute, 2000.
- Petras, J. and Veltmeyer, H., Globalizaiton Unmasked, New Delhi, Madhayam Books, 2001.
- Rahnema, Majid and Bawtree Victoria, The Post Development Reader, London, Zed Books, 1997.
- Regmi, R. K., Dimension of Nepali Society and Culture, Kathmandu, SANN Research Institute, 1999.
- Rostow, W.W., The Stages of Economic Growth, London, Clarendon, 1960.

- Sachs, W (ed.), Development Dictionary: A Guide to knowledge, London: Zed Books, 1990.
- Schumacher, E., Small is Beautiful, London, Blond and Briggs, 1973.
- Sen A., The Political Economy of Hunger, Oxford University Press, 1996.
- Shrestha, N., In the Name of Development: A Reflection on Nepal, Lamham: Maryland: University Press of America, 1997.
- Stiller and Yadav, Planning for People Kathmandu, CNAS-TU, 1979.
- UNDP, Human Development Report.
- Uprety, P.R., Political Awakening in Nepal: The search for a New Identity, New Delhi, Commonwealth Publisher, 1992.
- World Bank, World Development Report, 2000/01.